

LYMAN BRIGGS COLLEGE  
FACULTY/STAFF OFFICE LOCKOUT PROCEDURE

revised 1-30-2015

1. During normal work hours, please find Charlotte DeVaney, Holmes Hall Facilities Supervisor (E-192 Holmes, 353-0884). She will accompany you back to your office to unlock it using the IPF master key. If Charlotte is not in her office, you can visit the building staff in room E-185 and ask that they page her.
2. During normal work hours, you can borrow an extra key to your office from Human Resources Officer Heather Bentley (E-30A Holmes, 884-6035), or Fiscal Officer Lisa Parker if Heather is out (E-30B Holmes, 432-6000).
3. If Heather, Lisa, and Charlotte are out, you can contact one of the LBC Deans who have office master keys (Elizabeth Simmons, Mark Largent, Rob LaDuca, or Philip Strong), who will then come to your office and assist.
4. For after hours situations or in the very rare instance of an inability to access methods #1, #2, and #3 please contact DPPS at 355-2221, and the dispatcher will send an officer over to unlock your office with a master key.