

# ALC Policy & Procedure Guidelines for AS-235/244

## Before Class

responsible for lost/stolen equipment if room is left unlocked.



### Faculty Room Access

- Key Code Information for AS-235/244 - Once door is unlocked with key code, doors will remain locked.
- Do not use chairs, staplers or desktops to prop door open. This is a fire code violation and a general safety issue.
- Report Key Code Issues to [Colleen.Ryan@csulb.edu](mailto:Colleen.Ryan@csulb.edu)
- Report door issues (unlocking/locking not closing completely, report to [Facilities Management](#) at 985-HELP.



### Room Issues

Dirty walls, too hot/cold/light issues? will be turned into the [Bookstore Lost and Found](#).

