

Policy Regarding Office Door and Windows

For safety and security purposes, all office door, interior and exterior windows must be kept clear, fully accessible, and free of any covering unless installed and approved by the college. If the window on the door and/or any other windows of the office or area to which you have been assigned are covered, and the covering was not installed nor approved by the college, please fully remove all covering and maintain the area accordingly.

Public Safety and Facilities Maintenance Staff will periodically check all office door, interior and exterior windows. Any violations of this policy will be reported to the Human Resources Office and the window coverings will be removed.

Questions or concerns should be directed to the Director of Public Safety and Security, 610-799-1588, jrowlands@lccc.edu, and/or the Director of Human Resources, 610-799-1107, dwilliams@lccc.edu.