

To Open Lab:

1. Turn both security alarms to “OFF”/vertical position.
2. Turn on the overhead lights in each room.
3. Call UIC Police to inform them you are turning the alarms “OFF.”
 - a. In addition, you will be required to tell the officer:
 - i. Your name
 - ii. The building number **623**.
 - iii. The room number **L270**.
4. Check class schedule (posted on the outside of the lab aid office) to determine if and when you need to power-on the projector during your shift.
5. Check to see if all computers and printers are working properly.
6. Open main lab door (leading into hallway) and use the doorstop to keep it ajar.

To Close Lab:

1. Power-off projector.
2. Roll chairs neatly under the computer tables.
3. Throw away any garbage or paper.
4. Check to see if all computers are logged-off.
5. Fill both printers with paper.
6. Turn both security alarms to “ON”/horizontal position.
7. Call UIC Police to inform them you are turning the alarms “ON.”
 - a. In addition, you will be required to tell the officer:
 - i. Your name
 - ii. The building number **623**.
 - iii. The room number **L270**.
8. Turn off the overhead lights in each room.
9. Replace doorstop behind main lab door (leading to the hallway) and close door behind you.

