University of Michigan Law Library

Procedure for one person closing

1. Begin the closing procedure no sooner than 11:50 p.m.
2. Turn off the CPU’s and monitors at the Circulation Desk.
3. Take the opening key ring from the key box in the file cabinet drawer.
4. Lock the Circulation Desk doors with the black tape key (office key).
5. Go to the Open Reserve area and turn off the copy machines and make sure the copy machine in S221 is turned off.
6. Check all Circulation office doors to be sure they are locked.
7. Announce that the library is closing.
8. Turn off the copy machines and the lights in the S-2 Copy room.
9. Go to the CALR and turn off the lights. No need to lock the door.
10. Turn off the “key” light switch by the door of the CALR. (S236)
11. On the opposite wall from this room is another “key” switch to turn off. This switch sticks out from the wall, use key #3825 (the blue key) and turn the switch counter clock-wise. This switch turns off the carrel lights.
12. Go to Sub 3, there is another switch like the one above to be turned off. It is located directly below the one on Sub 2.
13. Go to the “key” switches located on each side of the core of Sub 3 and turn off the remaining lights.
14. Take the elevator to Sub 1.
15. Go to the copy room on Sub 1, turn off the copy machines and switch off the lights.
16. Turn off the lights in the corridor to the right of the copy room as you leave.
17. Go toward the elevator.
18. Check to be sure the Seminar room door is locked.
19. Turn off the “key” switch on the wall by the elevator.
20. Take the grand staircase to Level 1; go past the bulletin board to the Hutchins Hall corridor.
21. Pull the glass doors closed, making sure they are locked, if not use Key #794837 to lock them. You need to turn the key twice in the same direction. (Away from the door.)
22. Go back to the bottom of the Grand Staircase, with the same key lower the grate between level one and the Smith Addition. The keyhole is on the stairway wall.
23. Again using the same key lower the grate at the bottom of the staircase that leads to the Reading Room. The keyhole is on the right at the bottom of the staircase.
24. Go down the stairs to the elevator at the bottom on Sub 1. Open the elevator and step inside.

Read the following instructions before you press any switches:

Press the “Door Open” button. Continue to hold it as you use the BAV1 key to open the small door below the call buttons. Turn the key back to the vertical position after you have the door open and remove the key. There is a keyhole in the panel behind the door, put the UTA key in the keyhole and turn the key 90 degrees to the right—you will be turning toward the “ON” label.

If you did not hold the “Door Open” button, you have just locked yourself in the elevator. If this happens, reinsert the key and turn it to the left. This turns the elevator back on. Keep the door open and turn the elevator off again.

a. Turn the light switch to OFF.
b. Re-lock the small panel door.
25. Make sure all of the Sub one office doors are locked.
26. Go back to the Sub 1 core and turn of the lights using the Hubbell Key.
27. Return to the Circulation Desk and leave the door ready for final shutting/locking.
28. Place keys in the key box. After all is safely put away, push in the lock button at the upper right of the cabinet.
29. Turn off the lights in the Circulation Desk area. The switches are located by the front and back doors turn off all 4 switches.
30. Shut the Circulation Desk door and you are ready to exit the building.