NOTE: If you are subbing, you must have the necessary training and keys for this procedure. Also, while opening, re-lock any offices you must leave.

1. Arrive by at least 7:45 a.m. so you can open and be at the desk by 8:00 a.m.
2. Enter the quad doors and go down the stairs to your left. At the bottom of the stairs go to your left again, to the glass doors. These doors should be locked; to open them you may have to turn the key twice in the lock, and in the same direction. (Toward the door)
3. Go to the corridor leading to the library, go to the second sub level and open Jane’s office (use key #646743). Get the key to the filing cabinet. It is in the top left hand drawer of Jane’s desk.
4. Use the office key to go inside the Circulation Desk area. Get the opening keys from the filing cabinet directly to the left of the Circulation Desk, using the key you just got from Jane’s desk.
   - Turn on computers and printers at the desk
   - Turn on Open reserves copiers
   - Turn on lights at the control panels on both sides of the S-2 core, using Hubbell key.
   - Turn on Sub 2 copy machines
   - Turn on the corridor lights by the CALR, using Hubbell key.
   - Turn to the opposite wall & using key #3825, turn on the carrel lights (this switch looks like a car ignition)
   - Go to Sub 3
   - Turn on Sub 3 lights on both sides of the core on Sub-3.
   - Turn on the Sub 3 carrel lights. This switch also resembles a car ignition & is located on the wall opposite the “C” in Eng Per.
   - Go to Sub 1
   - Turn on Sub 1 copiers
   - Turn on Sub 1 lights in the corridor by the copy room, at the panel in the core and on the wall by the elevator.
5. Activate the West Wing Elevator
   - Open the door inside the elevator and to your left, Using the small gold key (BAV 1). Turn the key back to its home position and remove it.
   - Insert the small silver key (UTA) into the key hole on the panel behind the door. Turn it to the left to the “OFF” position to deactivate the lock on the elevator. You will hear the elevator turn on. CAUTION: the door will move to close.
   - Taped to the inside of this little door is a diagram as to how all of the switches should look, make sure they match the diagram.
   - Re-lock the small panel door with the small gold key.
6. Go up the staircase to the Level 1 landing and raise the gate in front of the Grand Staircase using the orange tape key. Move inside toward the staircase to open the other gate across the landing separating you from the elevators. Using the same key raise this gate also.
7. Go down the corridor past the bulletin board
8. Open the glass doors by pushing them until they stay open. (DO NOT UNLOCK)
9. Unlock the Reading Room for the day,
   - Insert the RR key into the lock; turn and hold it to the left. Turn the knob to the right. Release the key and pull the door open.
   - Go into the RR, the door will lock behind you. Insert the small hex key at each inside end of the crash bars. The keyholes are off center. While pushing the crash bar down, turn the key to the right to lock the crash bar open.
8. Retrieve the toggle-switch stick from behind the RR desk near the red phone. Take this stick to the Monroe street entrance.
9. Open the Monroe Street door by pushing the crash bar in and locking the bar into the open position with the larger hex key. You will find the lock in the middle of the crash bar.
10. With the toggle-switch stick, turn on the automatic door opener. This switch is above the door on the far left hand side. Push the switch up. Test it.
11. Unlock the doors on either side of the RR desk with the orange tape key. Hook the doors leading to the elevator lobby open.
12. Go back into the Addition and put the keys away.

As always if you have problems or questions leave Jane an incident report.