


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-48
Subject:	Patient Room Locks	Effective Date:	December 2002
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

The installation of locking mechanisms on patient rooms and patient restrooms is strictly prohibited.

Purpose

To ensure unfettered access to all patient rooms and patient restrooms.

Procedure

1. All locking mechanisms for patient doors and patient restrooms will be removed.
2. Under no circumstances will patient rooms or patient restrooms be equipped with a locking mechanism.
3. Annual review of this policy is mandatory for all facilities employees.
4. New construction specifications will ensure that patient room and patient restroom door hardware is such that locking the door is not an option.

For the purposes of this policy, a patient restroom is defined as any restroom that has a call cord.