COLLEGE FORESTS GATE OPENING AND CLOSING PROCEDURES

NOTE: These procedures assume you are planning to exit from the same gate by which you entered.

- If you will exit by another gate, leave the gates you enter by and exit from in the same condition as when you approach them -- That is, leave OPEN if already OPEN; CLOSED and LOCKED if that was the way you found it.

Upon Entering:

Gate Closed and Locked:

1) Look up into the locking mechanism for hazards (spiders, yellow jacket nests, sharp objects) prior to unlocking the gate. Open the gate and secure in the open position with the chain.

2) Lock the gate lock to the locking clasp if the lock is tethered (a chain attaching it to the gate post). If the lock is not tethered, lock it to the chain holding the gate open.

3) If you have an identifying flasher (4x4 inch aluminum tag with your name on it), lock this to the gate lock and clasp (or chain holding the gate open). Flashers are available from the College Forests Office for contractors, researchers and other high-frequency authorized users. Add your flasher to a gate lock.

4) Leave the gate open, chained securely (and locked, if the lock is not tethered to the gate post) so it does not swing closed or is swung closed.

5) Secure your key.

Gate Open and Locked:

1) If you have an identifying flasher (4x4 inch aluminum tag), lock this to the gate lock and clasp (or chain holding the gate open). Flashers are available as noted above. Add your flasher to a gate lock, especially if there is another flasher on the lock.

2) Leave the gate open, chained securely (and locked, if the lock is not tethered to the gate post).

3) Secure your key.

Upon Leaving:

1) Remove your flasher (if applicable).

2) If there is another flasher on the lock, leave it on the lock and relock the lock to the chain or clasp as appropriate. LEAVE THE GATE OPEN. The flasher indicates there is currently another user on the forest planning to exit from this gate.

3) If there is not another flasher, close the gate and lock the mechanism even if the gate was open when you entered. There is the potential to close and lock the gate on another user who does not have a flasher, which is accepted to avoid leaving the gate open indefinitely. Even without a flasher, authorized users will have their key.

4) Secure your key.

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