

POLICY	BUILDING ACCESS FOR NON-RESIDENT SPACE	Date: 9/08	No. O-12
		Replaces: New	

INTRODUCTION: The Building Access Policy is developed to ensure the safety and security of our students, staff, and faculty as well as to safeguard Niagara University’s assets and personal property.

SCOPE: All individuals who work for or on behalf of the university without regard to job status or title, including but not limited to, all faculty members, non-faculty employees, contract employees and students.

This policy is applicable to all University buildings except residential space.

DEFINITIONS:

1. The term “key” refers to a single key or multiple keys.
 - The term “Access Card” refers to a single access card or multiple access cards. The Niagara University Identification card will be programmed for use as the University Access Card.
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2. Building hours (See Appendices V-1 and V-2):
 - Open Hours: Building entrance doors are unlocked and the building is available for occupancy. See Appendix V for building access hours.
 - Card Access Hours: Building entrance doors are locked and the building is accessible by card access only to authorized persons. Card access hours generally begin at 6:00 am and continue until 11:00 pm.
 - Closed Hours: Building entrance doors are locked and the building is accessible only by contacting campus safety.

POLICY:

1. Issuing Keys
 - Key(s) will be issued to individuals only. Keys will not be issued for general department use. Master keys and exterior door keys will not be issued.
 - All current employees are eligible for card access for use during card access hours. Full-time employees whose duties require a specific need to frequently enter buildings after hours may request authorization for closed hours access using the Building Access Request Agreement including Functional Officer approval.
 - Keys needed on a daily basis during university business hours by Facility Services personnel and their contractors will be issued to the authorized individual by the Facility Services department after receiving a signed order for work. Keys should be returned the

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same day during business hours. If needed after business hours, keys should be returned to Campus Safety and may not be removed from campus.

2. Key and Access Card Control

- Regulations and restrictions
 - Niagara University keys and access cards are the property of Niagara University. As such they are not transferable and must be returned upon termination of employment.
 - No individual will be issued more than one key for any given building or area.
 - Key and access card privileges may be revoked for violations of this policy.
- Transfer or duplication of keys
 - Employees are prohibited from loaning or otherwise transferring any key or access card assigned to them.
 - Duplication of University keys by any individual other than authorized Facility Services staff is strictly prohibited. Unauthorized duplication of keys will result in a minimum fine of \$1,000.00 and/or disciplinary or civil action.
- Replacement of lost and/or stolen keys
 - Each person issued a University key or Access Card accepts full responsibility for safeguarding that key or access card against loss or theft.
 - All lost, stolen or unaccounted for keys should be reported immediately to Campus Safety.
 - If the incident of a lost or stolen key is determined to be due to carelessness or negligence on the part of the key holder, and it is determined that a security risk exists, a \$50 fine will be levied for each cylinder or door that the lost/stolen key operates. The locks affected will be changed. If there appears to be no security risk as a result of the lost or stolen key, the fine will be \$10 for each cylinder or door that the lost/stolen key operates. The key holder will be responsible for paying all fines incurred regardless if he/she requests a replacement key.
 - After all fines have been paid, the dean or administrative department head may request that a new key be issued to the individual. This request is to be submitted following the procedure outlined in this policy. A replacement key will not be issued until restitution for the lost or stolen key is made.
 - If the loss of the key was a result of a theft that was clearly without fault on the part of the key holder, the Directors of Campus Safety and Facility Services may jointly decide whether or not the fines will be waived.
 - If a Niagara University access card is lost or stolen, Campus Safety must be notified immediately of the loss or theft so the card can be disabled.
- Return of keys
 - a) All employees who leave the employ of the university, or are transferred, are required to return all issued keys to the Campus Safety office prior to departure or transfer.

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b) Failure to return a key will result in assessed fees of \$500 or \$50 for each door the key operates, whichever is greater. Payment of these fees will be the department's responsibility.

3. Building access during closed hours

- Any individual whose University duties require him/her to enter a university building or office at a time when the area is secured may gain access to that area through the Campus Safety Department.
- Only authorized persons will be granted access to campus buildings during closed hours.
- No persons will be allowed to accompany the authorized faculty or staff member into designated building unless notification is given to Campus Safety prior to entry.
- Any person(s) accompanying an authorized faculty or staff member must remain in the presence of the authorized individual at all times.
- Access to the private space of another will be granted only with prior approval from that individual or their supervisor.
- Authorized persons entering a building after hours are responsible for securing the entrance door after they have gained access. Doors will not be propped open or otherwise compromised.
- If the University is closed due to inclement weather or other emergency condition, the card access system will be disabled and entry is prohibited.

FORMS:

- Appendix V-1 Building Access Hours – Fall/Spring
- Appendix V-2 Building Access Hours - Summer
- Appendix W Building Access Request Agreement
- Appendix Y Employee Key Request

PROCEDURE:

1. Issuing Keys

- Individual requesting key
 - Completes employee key request form with name, extension, building, room number.
 - Obtain approval for private space from department head and for other than private space from functional officer.
 - Submits request to Facility Services online, memo, or on Work Request form (available from Facility Services).
- Facility Services
 - Approves and processes or returns request to individual.

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Document necessary key code information and log the issuance of the key.

Make the key, attach a copy of the request and forward both to Campus Safety.

Maintain computerized inventory of all keys issued.

➤ Campus Safety

Contact individual

➤ Individual

Appear at Campus Safety, sign Receipt and Responsibility for Key form (see Appendix Y), and pick up key.

➤ Campus Safety

Witness individual's signature.

Maintain filing system for Receipt and Responsibility forms.

2. Replacement of lost and/or stolen keys

➤ Individual

Files a campus safety incident Report.

Follows procedure above for issuing keys to obtain replacement.

3. Return of keys

➤ Individual

Returns key to Campus Safety.

➤ Campus Safety

Notes return of key on individual's Receipt and Responsibility for Key form and forwards key and form to Facility Services.

➤ Facility Services

Removes key from inventory of issued keys.

4. Card Access (after hours)

➤ Individual

Complete Building Access Request Agreement. See Appendix W.

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Submits form to supervisor

➤ Department head

Reviews need for after-hours access.

Denies request and notifies individual, or approves by signing form and noting the days and times access is allowed.

➤ Functional Officer

Consults with Campus Safety and Forwards Building Access Request Agreement to ID office and campus safety if approved.

If not approved will contact the individual.

➤ ID office

Programs the individual's identification card with approved days and hours.