

BUILDING/FACILITY ACCESS PROCEDURES

1. ACCESS REQUESTS

1.1 All requests for access must be submitted on an Access Privilege form/forms. All incomplete, illegible, incorrect, or unsigned forms will be returned to the requesting department. Alteration of the form will preclude its use.

1.2 Departments can approve access for only those rooms and areas they are assigned according to the Space Management module. A person may be granted access to a particular area by the authorizing official.

2. AUTHORIZED SIGNATURES

2.1 The request must be signed by the Dean or designated official whose authorized names are kept on file by Facilities. Persons authorized to sign requests cannot authorize their own request.

2.2 Outside door access and Building Master Key Requests must be accompanied by a letter of justification from the Department Chair. The Request along with that letter will then be forwarded to the appropriate Dean or Vice President for their approval.

3. MULTIPLE KEY REQUESTS

3.1 Requests for multiple keys must have a "letter of justification" from the department head or designated official attached before sending to Facilities. Facilities will then route it to the Committee for approval. All multiple key holders must adhere to the UND campus-wide key checkout policy and use the temporary key checkout sheet when assigning their keys to others. Issuance of great grand master keys will also require the approval of the Building/Facility Access Administrative Committee.

3.2 Multiple key requests will be reviewed by the Building/Facility Access Administrative Committee only if the department has returned its current key inventory and temporary key check-out sheet(s) to Facilities. The exception would be if the multiple key request was submitted during the 30 days granted departments to complete the key inventory

4. DEVICE ISSUANCE

4.1 When the device is ready, the requesting individual or contact person listed on the access privilege request form will be notified that their device is ready.

4.2 A picture ID is required when the device is signed for at the designated location.

4.3 If the device is not signed for within two weeks, a new request will have to be submitted.

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5. RESTRICTED AREAS

- 5.1 Limited access to buildings or special individual rooms may be obtained through a written request by the department responsible for said room and the request is sent to Facilities. The request will be coordinated between UND Police, Safety and Security, and Environmental Health. The limited access must be approved by the Building/Facility Access Administrative Committee.
- 5.2 With limited access, no services will be provided to the room or areas. This will include maintenance, building services, and other such services. In the event that emergency personnel need to enter the department responsible for said area may be charged for any and all damage that may occur when entry is made.

6. INVENTORY AUDIT

- 6.1 A Device Inventory Audit List will be issued to each department annually. It will be the department's responsibility to conduct an annual inventory of each person's access and device on their audit list. It is also the department's responsibility to return this audit list in a timely and accurate manner. Multiple key holders within departments must return the temporary key check-out sheet(s) with the annual inventory. When departments do not comply, they will be referred to the appropriate Vice President for follow up.
- 6.2 A device will not be issued to a department (or individual) if the current year inventory and temporary key check-out sheet(s) have not been returned within the time-frame indicated on the inventory memo and/or until it is corrected.

7. VENDORS AND CONTRACTORS

- 7.1 Vendors and Contractors will be required to check out an access device from the 24 Hour Desk (Facilities) for any work that requires an access device for any building. They will also be required to return the access device to the 24 Hour Desk (Facilities) each day prior to leaving the Campus.
- 7.2 Exception: Housing Vendors and Contractors will be escorted during occupancy of Residence Hall and Family Housing units. No access device will be authorized during occupancy. During vacancy of the facilities the Housing Vendors and Contractors will follow the same process that is listed in 7.1.

8. RETURNS

- 8.1 All devices or privileges that no longer are needed due to recoring of locks, employee transfer, termination, retirement, etc. shall be returned. Under no circumstance are devices to be transferred to any other individual, discarded, destroyed, or left with the department.
- 8.2 A receipt will be issued to the individual and to the department each time an access device is returned or picked up.

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9. LOST, STOLEN, NON-RETURNED ACCESS DEVICES

- 9.1 A \$30.00 charge will be assessed to a device holder who has signed for any device that is not returned (see U Card policy for ID card replacement cost).
- 9.2 If a device is lost or stolen, it is the responsibility of the individual assigned the device to immediately notify the department who authorized the device. Failure to do so may result in the loss of privileges. Once the department has been notified, it is the department's responsibility to notify the Facilities Lock Shop or appropriate authority. The Lock Shop will then notify University Police and the Chair of the Building/Facility Access Administrative Committee. The Building/Facility Access Administrative Committee Chair will send written notification to the appropriate Vice-President, Dean, Chair or department head when these devices are lost or stolen.
- 9.3 If an individual has two or more separate incidents of lost, stolen, or non-returned violations, the Building/Facility Access Committee may revoke his/her privileges. Nothing in this policy will preclude any department and/or University policies.
- 9.4 A security breach exists when a lost, stolen, or non-returned key is either an outside door key or a building master key. It is mandatory to rekey the effected doors and the department will pay for all costs incurred.
- 9.5 Possession of unauthorized keys or alteration of keys is prohibited. If an individual is found to possess and/or use unauthorized keys, or is found to have altered keys for unauthorized use, appropriate disciplinary action will be taken in accordance with applicable policies and regulations.
- 9.6 Multiple key holders have the option to use the Procedure to Retrieve Keys for Multiple Key Holders form as outlined when keys are not returned to them. The Building/Facility Access Administrative Committee will review all documentation to decide who is financially responsible for the unaccountable keys. If all steps are followed and documented properly, the multiple key holder will not be held responsible for the cost of the unaccountable keys.
- 9.7 When a device is identified as unaccountable on the audit inventory, written notification from the dean or department head must be sent to the holder requesting return of the device. A copy of that notification must be submitted with the audit inventory. Facilities will not process a billing without it. Upon receipt of the notification copy, Facilities will bill the holder within two weeks if device is not returned.