	Building Access Policy	Responsible Administrative Unit: Finance & Administration
	Issued: November 2009 Revised: April 2011	Policy Contact: Director of Facilities Management Gary.Bowersock@is.mines.edu

1.0   BACKGROUND AND PURPOSE

This policy establishes guidelines for facilitating access to campus buildings at the Colorado School of Mines ("Mines"). It is necessary that access be carefully and thoughtfully controlled as a campus security measure. The desired outcomes for this policy are to streamline the building access procedure at Mines, while maintaining building and campus security. Duties and responsibilities of Facilities Management personnel as well as other Mines staff and faculty who are involved in the implementation of this policy and its procedures are described in this document.

2.0   DEFINITIONS

2.1 Building Proctors: Individuals responsible for managing hard key and electronic building access requests to a particular building. A building may have more than one Building Proctor depending on the building. Building Proctors are designated as such by the Academic or Administrative Department Head(s) who have security responsibilities over the space in a particular building.

2.2 Proctor Authorization: Form used to identify Building Proctor(s) and the space(s) that will be controlled by the proctor. The form also includes the authorizing Department(s) Head's signature. This form will be on file with the Lock Shop at Facilities Management.

2.3 Building Access Request: Form used to grant BlasterCard and hard key access to individuals. This form must be signed by the appropriate Building Proctor or Department Head before access will be granted. The specific space for which access is being requested must be designated by building name and room number.

2.4 Area Access Manager: Web-based software that Building Proctors will use to grant or deny electronic building access to individuals via BlasterCard.

3.0   POLICY

Access to university space is controlled by a security lock system. The Facilities Management Department will maintain oversight and maintenance of all lock systems including hard key and electronic card access within all facility types (academic, research, athletic, administrative and student life areas); however, the management and oversight of hard key access for residence halls, apartments and sorority/fraternity houses shall remain with the Department of Student Life and be subject to Student Life approved policy. Facilities Management will work with individual departments to create a satisfactory access system for departmental needs within the framework of this policy and security constraints.

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During the hours of 7 a.m. to 5 p.m. M-F, most campus buildings are open and accessible to the campus community. After hours, 5 p.m. to 7a.m., and on weekends and holidays, most buildings are locked for safety and security purposes. Campus buildings are accessible after hours by electronic access only. Employees or enrolled students of Mines may be granted access to buildings after hours by following the procedure outlined below.

All persons who are issued building access have a responsibility to keep spaces secure by not granting access to others, propping doors open, or purposefully leaving spaces unlocked. **The loss of a key may result in the re-keying of a portion of the campus at the expense of the authorizing department or the individual to whom the key was issued as outlined below.**

3.1 Key Access: Oversight of keys and associated hardware lies with the Facilities Management Department with the exception of keys for residence halls apartments and sorority/fraternity houses, which will be issued and maintained by the Student Life Department. Hard keys will be distributed on a departmental request basis. The department requesting the key(s) is responsible for the oversight of the space security. Only a designated Building Proctor may authorize access for staff and students for their respective areas.

3.2 Re-Keying Requests: Any lock hardware change request must be submitted through the Facilities Management work order system by a designated Building Proctor, academic or administrative Department Head, Vice President, Director of Public Safety, or the President of the University.

3.3 Electronic Access: Oversight of electronic access lies with the Facilities Management Department and shall be regulated and monitored by each academic or administrative department via a designated Building Proctor. Facilities Management personnel will provide training to all proctors for their role in facilitating access to individuals who utilize a particular building. Anyone requesting access must be currently employed or enrolled as a student at Mines in order to have access to any buildings, rooms or laboratories.

3.4 Contractors: Oversight of contractor access lies with the specific department contracting for the contractor's services (current contract and/or purchase order processed through Procurement Services must be attached to the approved request form). Department representatives must submit a Building Access Request Form signed by the Building Proctor, Department Head or in the case of Capital Planning and Construction, the assigned Project Manager. The requested keys and/or access cards will be issued to the Mines employee and he/she will be responsible for the return of the keys or electronic access card. If keys are lost, contractor re-keying charges will be assessed.

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4.0   PROCEDURES

4.1 Key Access:

Hard Keys will only be issued if a Building Access Request Form has been completed. The requestor must do the following:

1. Request keys from Building Proctor. Proctor will complete a Building Access Request Form. The form is located on the Facilities Management web page at http://inside.mines.edu/UserFiles/File/facilities/bar4.doc.

2. The Building Access Request Form is taken to the lock shop located at 1318 Maple St, Bldg 3, during operating hours. Operating hours are posted on the Facilities Management web page http://inside.mines.edu/Access. Requestor must bring his/her BlasterCard ID when picking up keys. Only the requestor may pick up his or her key(s).

3. The request will be filled and the requestor signs for keys. Keys will only be issued to current employees and students. Non employees or students without current enrollment must obtain written approval from the appropriate Vice President.

Keys must be returned to the Lock Shop during operating hours to be removed from requestor's account with the Lock Shop. Keys are not to be turned in to or reissued by any other campus department.

Facilities Management will sign student graduation check out forms if all assigned keys have been returned or a key extension has been provided by the department. If an extension is filed, the student's transcript will be placed on "hold" status. To remove the hold, all keys must be returned or the student must be continuing his/her education at Mines.

It is the responsibility of every key holder to secure his/her assigned keys at all times. Keys are NOT to be loaned at any time. If keys are lost by a student or an employee, a lost/stolen report must be filed immediately with the issuing department, Public Safety, and Facilities Management. A fee of $65.00 per key will be assessed along with any re-keying fee required.

4.2 Electronic Access:

Each building will establish up to three Building Proctor(s). The Department Head(s) of each academic or administrative department occupying a building will determine who will be the authorized proctors. By signing a copy of the Proctor Authorization

Form, the Building Proctor(s) are stating that they have read this policy and will follow the established process to keep the campus secure. The Proctors will evaluate the need for building and room access for their authorized areas, and will utilize the Area Access Manager Program to manage access to specific areas. Proctors will be able to request reports on their designated areas to track who has access at any given time. Proctors will be able to set-up or remove access at any time for their designated spaces and are responsible for the access levels they grant..

The proctor must remove established access when an individual has concluded his or her time with the department. All issues, questions and concerns from proctors shall be directed to Facilities Management.

Facilities Management will maintain and service the electronic access hardware and software with the scheduled Preventative Maintenance ("PM") program. The PM program has been established to troubleshoot and correct malfunctions, prevent problems, and maintain access hardware. Facilities Management will provide training on the PM program to proctors.

4.3 Contractor Access:

Departments may request building access for contractors working on campus. Day check out of hard keys is available at the Facilities Management main desk. The day key check out requires a copy of the contractor's photo ID and a proctor-signed Day Access Request Form from the Mines department employing the contractor, with a current contract and/or purchase order processed through Procurement Services attached. The form is located on the Facilities Management web page at http://inside.mines.edu/UserFiles/DayAccessRequest.doc. These keys must be returned before the close of business (5:00 P.M.) that day.

Contractor access needed for after-hours and long-term may be obtained by submitting a Building Access Request Form (current contract and/or purchase order processed through Procurement Services must be attached) signed by the Building Proctor, Department Head or in the case of Capital Planning and Construction, the assigned Project Manager. These keys and or electronic access cards will be signed for and issued to the Mines employee and he/she will be responsible for the return of the keys and/or electronic access cards. If keys are lost, contractor re-keying charges will be assessed along with any re-keying fee required.   .

   4.3.1 Non-Contract Visitor Access: Keys will only be issued to individuals with current Mines contracts. If the requestor does not have a contract with Mines, written approval from the appropriate Vice President is required before keys will be issued.

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4.3.2 Estimated Costs for Contractor Re-Keying: The following example illustrates the procedures and costs necessary should a contractor lose a key:

Example Building: Hill Hall
- Number of doors in the building: 266
- Keys: $10 per key needing minimum of 6 keys = $60.00
- Cores: $60.00 per door
- Cost per door: $120.00
- **Total cost to re-key the building: $31,920.00.**

This does NOT include the master maintenance key replacement.
If a master maintenance key needs to be replaced there are 533 doors on campus that would need to be re-keyed. Applying the charges from above and multiplying by 533, it would cost **$63,960.00** to rekey the campus after the loss of a master maintenance key.

Additional costs:
- Facilities Management staff must engrave all cores and keys before they are installed or distributed.
- All new key information must be entered into the computer system at an estimate of 250 man hours.