

**UNIVERSITY of NORTH DAKOTA**  
**FINANCE & OPERATIONS POLICY LIBRARY**

**ACCESS to and SECURITY of CAMPUS FACILITIES**

Section 5, Facilities  
Policy 5.3, Access to and Security of Campus Facilities  
Responsible Executive: VP Finance & Operations  
Responsible Offices: Facilities Management & Public Safety  
Issued: August 29, 2005  
Latest Review / Revision: September 25, 2015



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## POLICY STATEMENT

The University of North Dakota is a public institution and, with the exception of restricted and high security areas, is accessible to the public during normal building hours (time, place, and manner restrictions apply). With the exception of essential personnel and services, and others as designated, buildings are locked and access after normal building hours is permitted only with proper authorization and identification.

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## REASON FOR POLICY

The University strives to maintain a secure and accessible campus for students, employees, visitors, guests, and affiliates. This campus access policy satisfies the requirements established by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and aligns with processes outlined in the *Code of Student Life*.

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## SCOPE OF POLICY

This policy applies to:

- |                                       |   |
|---------------------------------------|---|
| ✓ President                           | ✓ Faculty                                 |
| ✓ Vice Presidents                     | ✓ Staff                                   |
| ✓ Deans, Directors & Department Heads | ✓ Students                                |
| ✓ Area Managers & Supervisors         | ✓ Others: Affiliates, Visitors and Guests |

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## WEB SITE REFERENCES

This policy: <http://UND.edu/finance-operations/files/docs/5-3-access-security-of-campus-facilities.pdf>  
Policy Office: <http://UND.edu/finance-operations/policy-office.cfm>  
Vice President for Finance & Operations: <http://UND.edu/finance-operations/>

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**RELATED INFORMATION**

<b>Clery Act</b>	<a href="http://clerycenter.org/summary-jeanne-clery-act">http://clerycenter.org/summary-jeanne-clery-act</a>
<b>Code of Student Life</b>	<a href="http://UND.edu/student-affairs/code-of-student-life/">http://UND.edu/student-affairs/code-of-student-life/</a>
<b>Facilities Management</b>	<a href="http://UND.edu/finance-operations/facilities-management/">http://UND.edu/finance-operations/facilities-management/</a>
<b>Housing</b>	<a href="http://UND.edu/student-life/housing/">http://UND.edu/student-life/housing/</a>
<b>University Police Department</b>	<a href="http://UND.edu/finance-operations/university-police/">http://UND.edu/finance-operations/university-police/</a>

**CONTACTS**

General questions about this policy can be answered by your department’s administrative office. Specific questions should be directed to the following:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>E-Mail / Web Address</b>
Access for Affiliates	Human Resources	(701) 777-4361	<a href="http://UND.edu/finance-operations/human-resources-payroll/all-forms.cfm">http://UND.edu/finance-operations/human-resources-payroll/all-forms.cfm</a>
Access Requests	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/files/docs/access-request.pdf">http://UND.edu/finance-operations/files/docs/access-request.pdf</a>
	Housing (housing residents only)	(701) 777-4251	<a href="http://UND.edu/student-life/housing/">http://UND.edu/student-life/housing/</a>
Appeals	Building/Facility Access Administrative Committee	(701) 777-3152	<a href="http://UND.edu/finance-operations/committee-bfaac-charter.cfm">http://UND.edu/finance-operations/committee-bfaac-charter.cfm</a>
Building Hours	University Police	(701) 777-3491	<a href="http://UND.edu/finance-operations/university-police/">http://UND.edu/finance-operations/university-police/</a>
	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/">http://UND.edu/finance-operations/facilities-management/</a>
Change Authorized Signer	Office of Safety	(701) 777-3341	<a href="mailto:UND.safety@email.UND.edu">UND.safety@email.UND.edu</a>
Electronic Door Access (EDA) devices	Vice President for Finance & Operations Technology	(701) 777-4361	<a href="http://UND.edu/finance-operations/files/docs/access-request.pdf">http://UND.edu/finance-operations/files/docs/access-request.pdf</a>
Multiple Keys	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/files/docs/access-request.pdf">http://UND.edu/finance-operations/files/docs/access-request.pdf</a>
	Department of Public Safety	(701) 777-3341	<a href="http://UND.edu/finance-operations/department-of-public-safety/">http://UND.edu/finance-operations/department-of-public-safety/</a>
Policy Clarification	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/">http://UND.edu/finance-operations/facilities-management/</a>
	Housing	(701) 777-4251	<a href="http://UND.edu/student-life/housing/">http://UND.edu/student-life/housing/</a>
Pre-Assigned Space	Facilities Management	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/">http://UND.edu/finance-operations/facilities-management/</a>

	Operations Center	(701) 777-2591	<a href="http://UND.edu/finance-operations/files/docs/access-lost-stolen.pdf">http://UND.edu/finance-operations/files/docs/access-lost-stolen.pdf</a>
Report Lost/Stolen Keys	Housing (housing residents only)	(701) 777-4251	<a href="http://UND.edu/student-life/housing/">http://UND.edu/student-life/housing/</a>
Report Safety/Security Hazards	Office of Safety	(701) 777-3341	<a href="http://UND.edu/finance-operations/environmental-health-and-safety/index.cfm">http://UND.edu/finance-operations/environmental-health-and-safety/index.cfm</a>
	University Police	(701) 777-3491	<a href="http://UND.edu/finance-operations/university-police/">http://UND.edu/finance-operations/university-police/</a>
Report Suspicious Behavior	University Police	9-1-1 or (701) 777-3491	<a href="http://UND.edu/finance-operations/university-police/">http://UND.edu/finance-operations/university-police/</a>
Vendor and Contractor Access	Operations Center	(701) 777-2591	<a href="http://UND.edu/finance-operations/facilities-management/">http://UND.edu/finance-operations/facilities-management/</a>

## DEFINITIONS

<b>Affiliate</b>	An individual brought to the campus at the request of a UND sponsoring department. An Affiliates @ UND form is required to ensure the affiliate is able to access the proper services.
<b>Authorizing Official</b>	Dean or department chair/head, or someone designated by the dean/department head whose name is kept on file by Facilities Management and the Department of Public Safety, and may grant access to a particular area.
<b>Building/Facility Access Administrative Committee</b>	This committee reviews existing policies as needed, and recommends methods to develop, implement, and enforce access control to the vice president for finance and operations. Members include the UND Associate Vice President for Public Safety and Chief of Police; Director of Facilities Management; representatives from finance and operations, student affairs, and research and economic development, Housing and Dining; University and Staff Senates, Energy & Environmental Research Center, UND School of Medicine and Health Sciences, and athletics.
<b>Building Master Key/EDA Device</b>	A key/EDA device that opens all non-service doors in a building.
<b>Building Safety and Security Representative (BSSR)</b>	A representative selected by a dean, department head, or director to serve as the building coordinator for emergency planning, safety and security activities. Each occupied UND building should have one primary BSSR and can have multiple backup BSSR representatives.
<b>Electronic Door Access (EDA) Device</b>	Any electronic device used to gain entrance to University buildings, restricted or high security areas.
<b>Essential Personnel</b>	Employees who have been issued advance notice by their supervisor that they are required to report to work to ensure that essential services are provided during a campus closure or emergency.

<b>Essential Services</b>	Services that are vital to the continuity of University operations and required to maintain or protect the health, safety, or physical well-being of campus personnel (faculty, staff, and students), academic mission, and facilities (including research projects), given the conditions of the closure or emergency.
<b>Grand Master Key/EDA Device</b>	A key/EDA device that can open multiple buildings
<b>Key</b>	Mechanical device used to unlock and lock doors
<b>Key Box</b>	Mechanism for securing keys used within a building and/or department.
<b>Laboratory</b>	A facility where the laboratory use of hazardous chemicals occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.
<b>Master Key</b>	A key that opens more than one lock set. Types include grand master and great grand master keys.
<b>Multiple Keys</b>	More than one key of the same type.
<b>Normal Building Hours</b>	Hours during which a building's common areas are open without the use of a key or access device.
<b>Outside Door Access</b>	Exterior door key or EDA device providing access to common areas within a building or facility.
<b>Restricted Areas</b>	Areas inaccessible to general students, faculty, and staff. Unique keys/EDA devices are necessary to gain access to these areas.
<b>Restricted Areas Subcommittee</b>	Representatives from Facilities Management and Department of Public Safety which review restricted area requests.
<b>Service Doors</b>	Doors that access specific areas including telecom, custodial, equipment rooms, etc.
<b>SOP</b>	Standard Operating Procedure
<b>Specialty Key/EDA Device</b>	A specialty key/EDA device is one created for a specific and unique purpose. This type of key/EDA device is very limited.
<b>University Official</b>	A person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted; a person or organization acting as an official agent of the University and performing a business function or service on behalf of the institution.
<b>UPD</b>	University Police Department
<b>VPFO Technology</b>	VPFO Technology is the department responsible for the administration of campus EDA device access systems.

## PRINCIPLES

**OVERVIEW** – The University of North Dakota is a public institution and, with the exception of restricted and high security areas, is accessible to the public during normal building hours (time, place, and manner restrictions apply). With the exception of essential personnel and services, and others as designated, buildings are locked and access after normal building hours is permitted only with proper authorization and identification.

Building hours may vary. Buildings will be secured according to schedules developed by the department responsible for the building. A building safety and security representative, building manager or an emergency

contact is responsible for providing the building schedule to UPD and Facilities Management when changes occur.

Facilities Management is the only entity that may make changes, additions, or alterations to University approved or installed mechanical access systems (equipment). Hasps, padlocks, or other privately supplied locking devices are not allowed. These devices will be removed by Facilities Management and the department or individual responsible will be charged for all costs incurred.

UPD, Facilities Management, and Department of Public Safety have access to all areas with the exception of specifically identified restricted or high security areas.

In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons on property under the jurisdiction of the University behaving in a suspicious or threatening manner may be asked to identify themselves by a University Official. A person identifies himself/herself by giving his/her name, complete address, and stating truthfully his/her relationship to the University. A person may be asked to provide proof of identification which is subject to verification.

If any person refuses or fails upon request to present evidence of his/her identification and proof of his/her authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed from the building or campus. UPD is available to assist with this request.

The University strives to maintain a secure and accessible campus for students, employees, visitors, guests, and affiliates. This campus access policy complies with the requirements established by the Clery Act.

Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities should be reported to UPD.

## PROCEDURES

**OVERVIEW** – Facilities Management is responsible for key cutting, distribution, and annual inventory. VPFO Technology is responsible for EDA device creation, distribution, and annual inventory. With prior written approval, departments may maintain a supply of EDA devices and will work directly with VPFO Technology to activate and deactivate these devices.

Facilities Management oversees campus space, and is responsible for recoring all door locks. VPFO Technology is responsible for activation and deactivation of EDA devices, and will work with departments to establish schedules for EDA devices.

Housing facilitates the process for all residents' keys/EDA devices.

In order to maintain a safe working environment for students, faculty and staff, a key/EDA device checkout is available through the Operations Center. Departments are encouraged to use this service to allow intermittent access to buildings and rooms outside of building hours.

### Access Requests

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Requests for access must be submitted on a UND Access Request form to the UND Operations Center. Incomplete, illegible, incorrect, or unsigned forms will be returned to the requesting department. Alteration of the form will preclude its use.

Departments can request access for those rooms and areas they are pre-assigned according to the Facilities Management space management software. For more information or to review pre-assigned space, contact Facilities Management.

Justification statements for outside door, laboratory (see definition), restricted area, building master, grand master or specialty access are required. Requests for these areas must be approved and signed by the associate vice president for public safety. If approved, the request will be forwarded to Facilities Management for processing.

***Housing***

Housing staff provide access to those spaces assigned to them, including the Housing Office, according to this policy document and established Housing procedures in accordance with this policy and their established procedures.

**Authorized Signatures**

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A UND Access Request form must be completed and signed by the dean, department chair/head or an authorized designee whose name is kept on file by the Department of Public Safety. Persons authorized to sign requests cannot authorize their own request. Requests by these individuals must be authorized by an immediate supervisor.

Requests for outside door, laboratory, restricted area, building master, grand master or specialty access must be acknowledged by the BSSR of the building the request is for and signed by the associate vice president for public safety.

Any change to the authorized signer must be submitted to the Office of Safety within 10 days of the effective date of change. Authorization will be reviewed annually during the key/EDA device inventory audit.

**Key/EDA Device Issuance**

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***Facilities Management and VPFO Technology***

Following approval of the UND access request, the requested key/EDA device will be issued. When a key/EDA device is ready for pick up the individual for whom access was granted will be contacted by email. Keys/EDA devices must be picked up by the key/EDA device holder, and a picture ID must be presented at the time of pick up. Pick up will take place at the Operations Center unless otherwise instructed. A receipt will be provided that contains important information regarding access holder responsibilities.

***Housing***

Housing staff issue access to residential buildings by virtue of application and assignment. A picture ID is required to obtain a key/EDA devices.

**Multiple Key Requests**

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***Facilities Management and Department of Public Safety***

Requests for multiple keys must provide justification on the request before sending to the Operations Center. The form will be routed to the Building/Facility Access Administrative Committee for approval. All multiple key holders must adhere to the Multiple Key Checkout Procedures listed below and utilize the Temporary Key Checkout Form (Appendix 3). Failure to follow these procedures may result in department's loss of Multiple Key privileges.

1. The multiple key holder must have the multiple key user complete the Temporary Key Checkout form (Appendix 3) each time the user checks out a key.
2. The multiple key holder is responsible for ensuring the multiple key user reads and understands the terms of usage.
3. Keys not used during the course of a calendar year are to be returned with a copy of the Temporary Key Checkout Sheet to the Operations Center at the time of the annual key inventory.

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 Checkout Sheet(s) to Facilities

Management. The exception would be if the multiple key request was submitted during the 30 days granted to departments to complete the key inventory.

The determination for responsibility for the fee for a lost multiple key will be reviewed on a case by case basis and the responsible party and department head will be notified by Facilities Management.

Key boxes are available for the storage of multiple keys. Individuals, with proper authorization, may check out keys from these boxes as necessary.

#### ***Housing***

Room, apartment, and outside door keys are stored in secure key boxes. SOPs are in place for the key boxes within Housing areas.

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### **Key/EDA Device Inventory Audit**

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#### ***Facilities Management and VPFO Technology***

A Key/EDA device Inventory Audit List will be issued to each department annually. It is the department's responsibility to conduct an annual inventory of each person's access (key/EDA device) on the audit list. The inventory must include a physical check of the key/EDA device. It is also the department's responsibility to return the completed audit list by the deadline date. The Inventory Audit Instruction Sheet and How to Read the Inventory Sheet provide additional information. Contact Facilities Management for this information.

When a key/EDA device is identified as "unaccountable" on the audit inventory, the Lost or Stolen Key/EDA Device Notification and Replacement Request form must be completed and submitted to the Operations Center.

Multiple key holders within departments must return the Temporary Key Checkout Form(s) with the annual inventory.

If departments do not comply with inventory requirements, they will be referred to the appropriate director, department chair, dean, or associate vice president for follow up to ensure the inventory is completed and the department is in compliance.

New requests for a key/EDA device will not be processed for a department (or individual) if the current year inventory and Temporary Key Checkout Sheet(s) have not been completed.

Possession of unauthorized keys/EDA devices or alteration of keys/EDA devices is prohibited. If an individual is found to possess and/or use unauthorized keys/EDA devices, or is found to have altered keys/EDA devices for unauthorized use, keys/EDA devices will be confiscated and disciplinary actions, including potential criminal charges or termination of employment, may apply.

In addition to the annual audit, the University reserves the right to conduct an inventory audit at any time.

#### ***Housing***

Housing conducts its own key/EDA device audit for residential keys/EDA devices. Audits are conducted at the end of the academic year, and also take place upon resident turnover.

Key/EDA device numbers are maintained by Housing as is the verification of who has the keys/EDA devices. Student staff keys/EDA devices are issued to each staff member by a supervisor. Inventory lists and forms are maintained by the Housing department.

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### **Returns**

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#### ***Department of Public Safety***

All keys/EDA devices must be returned to the Operations Center or retained by the issuing department with prior written approval. In all instances the party returning the key/EDA device is responsible for obtaining a receipt for returned key/EDA device.

In the case of extenuating circumstances, a department may collect keys/EDA devices from the authorized holder. The department must issue the holder a department key/EDA device receipt upon the collection of key(s)/EDA device(s). It is then the responsibility of the department to return the key/EDA device to the Operations Center or the department may retain the key/EDA device with prior written approval.

Under special circumstances UPD may also collect keys/EDA devices and return them to the Operations Center.

Keys/EDA devices are the property of the UND and must be surrendered upon demand.

Under no circumstance are keys/EDA devices to be discarded, destroyed or transferred to any other authorized individual without receiving a receipt.

### ***Housing***

All keys/EDA devices that are no longer needed must be returned to the appropriate Housing authority. Apartment leaseholders may transfer keys to spouses and/or authorized occupants as necessary.

## **Lost, Stolen, Non-Returned Keys & EDA Devices**

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### ***Department of Public Safety & Facilities***

If a key/EDA device is lost or stolen it is the responsibility of the individual assigned the key/EDA device to immediately notify the department who authorized it and complete the Lost or Stolen Key/EDA Device Notification & Replacement Request Form. Key(s)/EDA devices that are thought to be stolen should also be reported to the police, and a copy of the police report attached to the form. Failure to obtain a police report could result in a charge for replacement key(s)/EDA devices to the device holder. Upon receipt of the completed Lost or Stolen Key/EDA Device Notification & Replacement Request Form, the associate vice president for public safety/chief of police will notify facilities and conduct any necessary investigation. When necessary, written notification will be sent to the appropriate vice president, associate vice president, dean, department chair, or director when outside, laboratory, restricted area, master, grand master and specialty keys/EDA devices are lost or stolen.

Key retrieval procedures (Appendix 1) should be followed by the department to attempt to retrieve any outside, laboratory, restricted area, master, grandmaster or specialty key that is not accounted for. Fees will be assessed to individuals and/or department for keys which are lost or stolen. The determination of responsibility for any fees will be made on a case by case basis in accordance with this policy. If a key is determined to be missing, and more than 90 days have passed since the individual's last date of employment or enrollment, the department will incur the fee rather than the individual. If the key or return receipt can be produced after payment is made, a refund of the fee will be made to the key holder or department accordingly. The opportunity for a refund does not pertain to keys/EDA devices issued by Housing.

If an individual has two or more separate incidents of lost, stolen, or non-returned violations, the Building/Facility Access Administrative Committee reserves the right to revoke the holder's key/EDA device privileges.

The loss of keys to outside, laboratory, restricted area, master, grandmaster or specialty keys may constitute a security breach and a risk assessment will be completed by the Restricted Areas Subcommittee prior to the reissuing of any keys for the affected door(s). If a recore is necessary, the department will be notified by Facilities Management to approve a recore of the affected doors. If it is determined a significant security concern exists, the department will be notified and a recore will be initiated without department approval. In both instances, the department will be responsible for the associated costs of the recore. The results of the risk assessment may result in disciplinary action taken by the University, and key and/or EDA device privileges may be affected.

### ***Housing***

Housing determines both responsibility and costs for individuals (residents and students) held responsible for lost/stolen keys/EDA devices.

Housing will request Facilities Management recore a door. A new key/EDA device is issued to the resident and he/she is billed accordingly. Upon recoring, obsolete keys must be returned to the Operations Center.

## Restricted Areas

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### ***Facilities Management and Department of Public Safety***

The request to restrict access to a building or room will be coordinated between the requestor (department dean, or chair/head) and the Restricted Areas Subcommittee.

When restricted access is designated for buildings/rooms, no maintenance, custodial, and other such services will be provided. In the event that emergency personnel need to enter the restricted area, and the designated individual responsible for accessing the restricted area is not available, the department may be charged for any and all damage that may occur when entry is made.

### ***Housing***

All residence hall areas are considered restricted and are accessible by designated access. Authorized University personnel may enter rooms for the purposes of routine inventory, maintenance or repair, or for health or safety inspections. Authorized University personnel may conduct an administrative search of the restricted area/room to determine compliance with University regulations and policies or federal, state or local criminal laws when there is a reasonable cause to believe that a violation has occurred or is taking place.

## Vendors and Contractors

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### ***Facilities Management***

Vendors and contractors must obtain and complete a Vendor/Contractor Authorization form from Facilities Management prior to receiving any key/EDA device. Upon completion and approval of the Vendor/Contractor Authorization form by the Director of Facilities Management, vendors and contractors are required to check out a key/EDA device from the Operations Center for any work that requires access to a building. A picture ID is required when picking up keys/EDA devices. These keys/EDA devices must be returned to the Operations Center each day prior to leaving the campus.

If keys/EDA devices are not returned, Facilities Management reserves the right to change lock cores on all affected doors and bill the vendor/contractor accordingly. All lost keys/EDA devices shall be reported to the Operations Center immediately. No duplication of keys/EDA devices is permitted.

If contractor cores are utilized, keys may be held for the duration of the job without being returned to the Operations Center.

### ***Housing***

Vendors and contractors will be escorted by UND personnel or student employees when entering or working in occupied rooms or apartments. During vacancy of the apartment or room, the vendors and contractors will follow the same process as Facilities Management vendors and contractors including obtaining and returning a key/EDA device at the Operations Center.

## Electronic Door Access

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All electronic door access systems must comply with the standards established by the University. This pertains to new construction, renovation, and upgrades. Please contact VPFO Technology for questions or additional information.

## Appeals

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Individuals and departments have the right to appeal Building/Facility Access Administrative Committee decisions based on policy and the committee's interpretation of it. Appeals must be submitted in writing on the

Appeal Form (Appendix 2) to the committee within two weeks of receipt of its initial decision. The decision on an appeal by the committee may be reviewed, upon request, by the vice president for finance and operations.

## Security Considerations

Proper lighting and building security are major factors in reducing crime on campus. Facilities Management maintains the University buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, and repairs are made as quickly as possible. All members of the campus community are encouraged to report potential safety and security hazards, such as broken locks and windows to Facilities Management, the Office of Safety or UPD.

UPD completes campus lighting checks regularly. Facilities Management is notified when there are burned out or damaged street and building lights. This inspection strives to ensure maximum lighting for the public at night in UPD’s jurisdiction.

To prevent injury and promote campus safety, the campus community is invited to take part in an annual lighting tour of campus. Together, students and staff tour the campus in small groups—after dark—to look for any lighting issues, obstacles, and other items that could impede someone’s safety on the campus. After the tour, notes are collected, compiled, and shared with attendees and forwarded to the appropriate departments. Shrubs are trimmed, lights changed, and improvements made to make campus a safer environment for the campus community.

Keys/EDA devices must be secured at all times. Assigned keys/EDA devices should remain in the care, custody and control of the assigned employee and not be given to other individuals.

**Any violations of this policy can result in discipline up to and including termination in accordance with UND Human Resources policies.**

## RESPONSIBILITIES

<b>All Persons on Campus</b>	<ul style="list-style-type: none"> <li>▪ Report who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities.</li> <li>▪ May participate in annual lighting tour of campus.</li> <li>▪ Report safety and security concerns to UND Department of Public Safety, Facilities Management or UPD</li> <li>▪ Report any incident through an Incident Reporting Form</li> </ul>
<b>Associate Vice President for Public Safety</b>	<ul style="list-style-type: none"> <li>▪ Send written notification to administration as appropriate when an outside door, laboratory or restricted area key/EDA device has been reported lost or stolen.</li> <li>▪ Investigate reports of lost/stolen keys/EDA devices and approve replacement keys/EDA devices.</li> <li>▪ Approve all outside door, laboratory, restricted area, master, and grand master or specialty key/EDA device requests.</li> </ul>
<b>BSSR</b>	<ul style="list-style-type: none"> <li>▪ Sign UND Access Request form for all access requests.</li> <li>▪ Serve as an extension of the existing emergency preparedness and response agencies and coordinate all safety and security-related issues for their respective building(s).</li> <li>▪ Help prepare all individuals who study or work in their building(s) to respond appropriately during an emergency situation.</li> <li>▪ Participate in emergency planning, crime prevention, and other safety and security measures as necessary.</li> </ul>

<b>Building/Facility Access Administrative Committee</b>	<ul style="list-style-type: none"> <li>▪ Approve multiple key requests.</li> <li>▪ Approve great grand master key/EDA requests.</li> <li>▪ Review documentation to determine who is financially responsible for unaccountable keys/EDA devices.</li> <li>▪ Review appeals.</li> </ul>
<b>Dean or Department Chair/Head or Designated Official</b>	<ul style="list-style-type: none"> <li>▪ Sign UND Access Request form for all access requests.</li> <li>▪ Utilize procedures to retrieve keys/EDA devices that are not returned or are unaccounted for.</li> <li>▪ Coordinate services needed in an area with restricted access (i.e. maintenance, custodial, etc.)</li> <li>▪ Conduct an annual key/EDA device inventory audit upon request of Facilities. Include Temporary Key Checkout Sheet(s) when submitting audit.</li> <li>▪ Confiscate altered or unauthorized keys/EDA devices.</li> <li>▪ Issue a receipt to the key/EDA device holder when a key/EDA device is collected. Return the key/ EDA device to the Operations Center unless otherwise notified in writing.</li> <li>▪ Notify the Department of Safety within 10 days of changes to authorized signer</li> </ul>
<b>Department of Public Safety</b>	<ul style="list-style-type: none"> <li>▪ Maintains a master list of designated/authorized officials who can request access key/EDA devices.</li> <li>▪ Escort vendors and contractors when entering or working in occupied rooms or apartments.</li> <li>▪ Work with building contacts to establish building hours</li> </ul>
<b>Key/EDA Device Holder</b>	<ul style="list-style-type: none"> <li>▪ Present photo ID, sign for, and pick up Key/EDA device at UND Operations Center.</li> <li>▪ Notify department and Operations Center when a key/EDA device has been reported lost or stolen. Complete the Lost or Stolen Key/EDA Device Notification &amp; Replacement Form.</li> <li>▪ Return key/EDA device upon recoring of locks, employee transfer, terminations, retirement, etc.</li> <li>▪ Obtain receipt each time a key/EDA device is returned or picked up.</li> </ul>
<b>Facilities Management</b>	<ul style="list-style-type: none"> <li>▪ Install access systems for all University buildings.</li> <li>▪ Make changes, additions, or alterations to University approved or installed access systems.</li> <li>▪ Oversee campus space and facilitate overall key distribution and tracking.</li> <li>▪ Keep a copy of a list of designated/authorized officials who can request access keys/EDA devices.</li> <li>▪ Notify key holder by email when a key is ready.</li> <li>▪ Notify director, department chair, dean or associate vice president when annual department key/device inventories are not completed on time.</li> <li>▪ Bill key holder and departments for lost or stolen keys.</li> <li>▪ Bill vendor/contractor if keys are not returned.</li> <li>▪ Recore door locks as needed.</li> </ul>
<b>Housing</b>	<ul style="list-style-type: none"> <li>▪ Assign and distribute resident keys/EDA devices.</li> <li>▪ Provide access to those spaces assigned to them including the Housing Office</li> <li>▪ Conduct a key/EDA device audit at the end of the academic year for areas assigned to Housing.</li> <li>▪ Conduct a key/EDA device audit when residents vacate apartment property.</li> <li>▪ Ensure lost or stolen keys are reported through the Lost or Stolen Key/EDA Device Notification and Replacement Request form</li> <li>▪ Maintain a list of keys/EDA devices checked out by students and staff. Confiscate altered or unauthorized keys/EDA devices.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Return obsolete keys/EDA devices to the Operations Center.</li> <li>▪ Follow SOP when students are locked-out of facilities.</li> <li>▪ Escort vendors and contractors when entering or working in occupied rooms or apartments.</li> </ul>
<b>Operations Center</b>	<ul style="list-style-type: none"> <li>▪ Route multiple key requests to Building/Facility Access Administrative Committee.</li> <li>▪ Route key/EDA device requests appropriately.</li> <li>▪ Route Lost/Stolen Key/EDA device notification forms to associate vice president for department of public safety.</li> <li>▪ Issue a receipt when a key/EDA device is returned</li> <li>▪ Issue a receipt to the key/EDA device holder when a key/EDA device is issued.</li> </ul>
<b>Restricted Areas Subcommittee</b>	<ul style="list-style-type: none"> <li>▪ Approve restricted access requests.</li> <li>▪ Perform a risk assessment when a key/EDA device is lost, stolen, or not returned.</li> </ul>
<b>University Police Department</b>	<ul style="list-style-type: none"> <li>▪ Complete campus lighting checks regularly and notify Facilities Management when there are burned out or damaged street and building lights.</li> <li>▪ Investigate reports of suspicious and/or threatening activities.</li> </ul>
<b>Vendors and Contractors</b>	<ul style="list-style-type: none"> <li>▪ Complete a Vendor/Contractor Authorization Form to request any key or access device.</li> <li>▪ Check out key/EDA device from the Operations Center.</li> <li>▪ Check in key/EDA device at the Operations Center prior to leaving campus.</li> <li>▪ Report lost keys/EDA devices to Operations Center immediately.</li> </ul>
<b>Vice President for Finance &amp; Operations</b>	<ul style="list-style-type: none"> <li>▪ Review Building/Facility Access Administration Committee rulings on appeals as requested.</li> </ul>
<b>VPFO Technology Department</b>	<ul style="list-style-type: none"> <li>▪ Keep a copy of a list of designated/authorized officials who can request access devices/keys.</li> <li>▪ Notify EDA device holder by email when EDA device is ready.</li> <li>▪ Activate and deactivate EDA devices</li> </ul>

## FORMS

<b>Affiliates @ UND Application</b>	<a href="http://UND.edu/finance-operations/human-resources-payroll/all-forms.cfm">http://UND.edu/finance-operations/human-resources-payroll/all-forms.cfm</a>
<b>Department Key/EDA Device Receipt</b>	Contact Facilities Management
<b>Key Retrieval Procedures</b>	<a href="http://UND.edu/finance-operations/facilities/_files/docs/multi-key-retrieve-procedures.pdf">http://UND.edu/finance-operations/facilities/_files/docs/multi-key-retrieve-procedures.pdf</a>
<b>Lost or Stolen Key/EDA Device Notification &amp; Replacement Request</b>	<a href="http://UND.edu/finance-operations/facilities-management/facilities-forms.cfm">http://UND.edu/finance-operations/facilities-management/facilities-forms.cfm</a>
<b>Temporary Key Checkout Form</b>	<a href="http://UND.edu/finance-operations/facilities/_files/docs/temporarykeycheckout.pdf">http://UND.edu/finance-operations/facilities/_files/docs/temporarykeycheckout.pdf</a>
<b>UND Access Request – Key/EDA Device Access</b>	<a href="http://UND.edu/finance-operations/_files/docs/access-request.pdf">http://UND.edu/finance-operations/_files/docs/access-request.pdf</a>
<b>Vendor/Contractor Authorization</b>	Contact Operations Center

APPENDICES

<b>Appendix 1 – Key Retrieval Procedures</b>	
<b>Appendix 2 – Access Appeal Form</b>	
<b>Appendix 3 – Temporary Key Checkout Form</b>	

REVISION RECORD

<b>08/29/2005 – Policy Implementation</b>	
<b>03/14/2007 – Revision</b>	
<b>05/24/2007 – Revision</b>	
<b>01/12/2011 – Revision</b>	<ul style="list-style-type: none"> <li>▪ Added items to Principles section</li> <li>▪ Updated website links</li> <li>▪ Put into F&amp;O policy format</li> </ul>
<b>04/10/2012 – Revision</b>	<ul style="list-style-type: none"> <li>▪ Drafted revised policy statement and updated procedures in accordance with Clery Act requirements and campus operating procedures.</li> </ul>
<b>05/11/2012 – Revision Approved</b>	<ul style="list-style-type: none"> <li>▪ President Robert O. Kelley</li> </ul>
<b>11/07/2012 – Revision</b>	<ul style="list-style-type: none"> <li>▪ Clarified process within Authorized Signatures: letter of justification accompanies outside door/master key access request form throughout the process</li> </ul>
<b>05/29/2013 – Revision</b>	<ul style="list-style-type: none"> <li>▪ Added “BSSR” to Definitions and Responsibilities</li> <li>▪ Made clerical adjustments and clarifications</li> </ul>
<b>07/01/2013 – Revision Approved</b>	<ul style="list-style-type: none"> <li>▪ President Robert O. Kelley</li> </ul>
<b>08/08/2014 – Revision</b>	<ul style="list-style-type: none"> <li>▪ Added new first paragraph within Security Considerations in Procedures</li> <li>▪ Updated website links throughout document</li> </ul>
<b>08/14/2014 – Revision Approved</b>	<ul style="list-style-type: none"> <li>▪ President Robert O. Kelley</li> </ul>
<b>03/27/2015 – Revision</b>	<ul style="list-style-type: none"> <li>▪ Added Public Safety as a responsible office</li> <li>▪ Changed “access device” to “key/EDA device” throughout document</li> <li>▪ Updated Contacts, Definitions, and Responsibilities sections</li> <li>▪ Revised processes, requirements, and information in Procedures: Electronic Door Access; Authorized Signatures; Access Requests; Lost, Stolen, Non-Returned Keys &amp; EDA Devices; Multiple Key Requests; and Appeals</li> <li>▪ Added process requiring departments to pay fees associated with missing keys/devices if more than 90 days have passed since an individual’s last date of employment/enrollment to Procedures: Inventory Audit and to Procedures: Lost, Stolen, Non-Returned Keys and Access Devices</li> <li>▪ Revised Access Request form</li> <li>▪ Created Appeal form</li> </ul>
<b>04/20/2015 – Revision Approved</b>	<ul style="list-style-type: none"> <li>▪ President Robert O. Kelley</li> </ul>

**09/25/2015 – Revision**

- Removed requirement for vice presidential approval/signature for outside door, laboratory, restricted area, building master, grand master or specialty access in Procedures: Access Requests and Procedures: Authorized Signers
  - Added director, department chair, dean and associate vice president for notification of noncompliance and removed vice president within Procedures: Key/EDA Device Inventory Audit
  - Added associate vice president, department chair and director for notification of lost or stolen key/EDA device within Procedures: Lost, Stolen, Non-Returned Keys & EDA Devices
  - Removed section for vice presidents under Responsibilities
-

### Key retrieval procedures

**Use only for outside door, laboratory, restricted area, building master, grandmaster or specialty key(s)/EDA devices.**

This procedure is provided to document efforts to retrieve a key from a key holder. EDA devices can be inactivated and only require completion of the first two steps of this procedure.

1. Notify the Operations Center 777-2591 or [UND.opscenter@email.UND.edu](mailto:UND.opscenter@email.UND.edu)
2. Complete the [LOST OR STOLEN KEY/EDA DEVICE NOTIFICATION & REPLACEMENT REQUEST FORM](#)
3. Contact the key holder by email or phone requesting return of the key(s). The contact should include a clearly communicated deadline for return of the key(s). Log all contact attempts (minimum of three attempts on three different dates) indicating date, time, person attempting the contact and comments. Attach copies of emails.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Comments: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Comments: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Comments: \_\_\_\_\_ By: \_\_\_\_\_

4. If phone contact does not result in the return of the key(s), send a letter to recipient's residence indicating a deadline for return of key(s) and attach copy of letter.
5. If all of the above steps outlined by the Building/Facility Access Administrative Committee are followed and documented properly, the multiple key holder department may not be responsible for the cost of the stolen key(s). Final determination of any financial responsibility will be determined by the Building/Facility Access Administrative Committee.

**Appeal Form**  
**Building/Facility Access Administrative Committee**

<b>Date of Request:</b>	<b>Employee Email:</b>	<b>Phone:</b>	<b>Job Title:</b>
<b>Last Name:</b>		<b>First Name:</b>	
<b>Reason for appeal (Check one):</b> Appeal a fee I've been charged: _____ Loss of Access Privileges: _____ Other*: _____		<b>*If Other please explain</b>	
<b>Please provide specific information which supports your appeal:</b>			

Please note:

1. Please review the [Access to and Security of Buildings Policy 5.3](#) before completing the appeal. Lack of knowledge or understanding of the requirements of a key/EDA device holder does not constitute grounds for an appeal.
2. Any information found to be false will result in an automatic denial.
3. Appeals that contain inappropriate, crude, or threatening language will not be considered.
4. The decision of the Building/Facility Access Administrative Committee may be reviewed, upon request, by the vice president of finance and operations. Any decision of the vice president of finance and operations is final.

Return form to: [und.facilities@und.edu](mailto:und.facilities@und.edu)  
 Or mail: Stop 9032

