Facility Access Policy (Revision #4 02/20/2013)

Approval Date: February 2013
Approved by: President's Council

I. PURPOSE

The purpose of this policy is to:
- Establish guidelines for managing access to BYU-Idaho’s Buildings.
- Establish procedures to maintain accountability for BYU-Idaho’s access control systems.

II. PHILOSOPHY

Employees and students should have access to campus buildings outside of normal building hours (after hours) as needed for legitimate purposes. Policies should be in place to provide for the safety of those entering the buildings after hours and for the security of university property.

This access control policy is designed so all areas of campus are accessible in emergencies while maintaining security. This policy minimizes the number of individual keys issued to faculty, staff and students while maintaining needed access to buildings. All buildings will have two types of access control systems: electronic locking and manual locking.

- **Electronic Locking**
  1. Electronic locking hardware is installed on exterior public access doors.
  2. At least one electronic reader is provided for after-hours access to each building.
  3. Interior doors may have electronic access as deemed appropriate.

- **Manual Locking**
  1. All buildings have three levels of mechanical keying: master, sub master, and individual doors.
  2. All classroom and office doors in a given building are keyed to that building’s master key system.
  3. Mechanical / Custodial, IT, Roof Access doors, and other high security areas are keyed individually.
III. POLICY

A. Building Hours

- University building operating hours are posted online at: -
  http://www.byui.edu/university-operations/facilities-management/building-hours

- Academic Buildings are closed on University observed holidays. Buildings may be
  scheduled on the following holidays for use between the hours of 8 am and 8 pm.

  Human Rights Day
  Presidents Day
  Memorial Day
  Independence Day
  Friday following Thanksgiving Day

- Buildings not scheduled in advance with the scheduling office will not be
  opened. University Security and Safety officers will monitor activities in the buildings by
  video surveillance and frequent foot patrols.

B. Employees
Employee i-cards provide access to their assigned buildings/work space. Employees are not authorized
  to access areas outside their assigned work areas after buildings are secured.

C. Students
Students are allowed access after-hours through the Security & Safety Office only if they have an
appropriate pass as designated by their departments as governed by the late pass policy.
http://www.byui.edu/university-operations/facilities-management/building-hours/late-pass

D. Ecclesiastical Use
Campus buildings are open for ecclesiastical access from 6 a.m. to 10 p.m. Sundays and standard
University hours for the remainder of the week.

E. Key Inventory
Annually, the Access Control/Key Office will perform a review to ensure all keys are with the assigned
individuals.

F. Desks, Files, and Cabinets
The Access Control/Key office will not keep records of desks and filing cabinet keys. If a new key is
needed, contact the Facilities Service Center to request a replacement.

G. Transfer of Keys
The transferring of any key from one person to another is strictly prohibited. All keys must be returned
to the Access Control/Key Office.
H. Voluntary Terminations from BYU-Idaho
All university personnel will return their keys directly to the Facilities Management Access Control/Key Office to receive clearance by means of the BYU-Idaho Employee Exit Form. The employee’s electronic access control rights will also be turned off at this time.

I. IN-Voluntary Terminations from BYU-Idaho
In the case of the involuntary termination of an employee, the Human Resources department will notify the Access Control/Key Office at the time of termination to ensure that electronic access control rights are turned off immediately. Their keys will be returned to their immediate supervisor, who will then return them to the Facilities Management Access Control/Key Office.

J. Housing Policy
The Access Control/Key Office will program or furnish all access control or keys for University Housing, both single and married. Keys made for the Housing Department will be issued directly to the apartment managers. Under no circumstances will the Access Control/Key Office issue Housing keys directly to tenants.

K. Personnel on Leave
When a person goes on leave for more than one semester or when they vacate their office, they are to return all keys. Upon returning to campus, keys will be reissued to the individual. Any variance to this policy needs to be cleared by the individual’s vice president with the approval submitted to the Access Control/Key Office.

L. Campus Stakes and Wards
Ecclesiastical access control cards will be issued only to stake presidents and bishops. Ecclesiastical access cards can be used at the building key box to obtain access to individual spaces. Bishoprics, Stake Presidencies and Clerks will be given keys to their individual door or office suites.

IV. ASSIGNMENT OF KEYS

A. To gain access to either a building, office or both, request access through http://www.byui.edu/university-operations/facilities-management and select “Access Control” to start your request.

B. No keys will be issued through campus mail. The person to whom the key will be issued must pick it up at the Access Control/Key Office.

C. Lost or stolen keys:
All lost or stolen keys or I-cards must be reported to the Access Control/Key Office as soon as possible.

To replace a lost or stolen key, individuals must contact the Access Control/Key Office to request a replacement key. Replacement keys will be issued based on need and approval.
Replacement fees will be assessed at the following rates:

<table>
<thead>
<tr>
<th>Access Type</th>
<th>Replacement Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Master Key</td>
<td>$500</td>
</tr>
<tr>
<td>Building Master Access</td>
<td>$250</td>
</tr>
<tr>
<td>Utility Master</td>
<td>$250</td>
</tr>
<tr>
<td>Department Sub Master</td>
<td>$100</td>
</tr>
<tr>
<td>Outside Door Access</td>
<td>$250</td>
</tr>
<tr>
<td>Individual Door Access</td>
<td>$50</td>
</tr>
<tr>
<td>Mechanical/Custodial Master</td>
<td>$250</td>
</tr>
</tbody>
</table>

Replacement fees will be charged to the department the individual is assigned. The department then has the option to pass the charge on to the person the replaced key was issued to for payment.

If a person or department believes that extenuating circumstances exist and a fee is unjustified, an appeal can be presented in writing to the Access Control/Key Office to determine whether or not a replacement fee is required.

V. CAMPUS SECURITY & SAFETY

Campus Security & Safety has the responsibility to secure buildings in the evening and investigate when people are found in buildings after they are secured. Campus Security & Safety provides emergency access to buildings in case of fire or natural disaster. They also unlock doors when keys are accidentally locked in or provide escorts into locked areas to retrieve personal property.