Bourns College of Engineering
Department Access Management Policy

Preface

As the University of California, Riverside continues to grow, efficient management of office and research space has become even more important. Beginning in the spring 2016, BCOE departments will take over distribution and management of both hard key and card key access to their assigned spaces in BCOE buildings to streamline space access management.

This policy describes key management requirements for BCOE departments. The Dean's Office may periodically review departmental key programs to ensure building security is maintained.

Program Description

Departments may only provide access to space assigned to that department. Departments are responsible for both hard (metal) keys and card (mag stripe and proximity) keys. Departments must identify a Card and Key Access Manager (CKAM) and at least one (and up to two) additional person(s) to back-up the primary CKAM. CKAM names must be provided to the Deans Office for authorization and system access.

Before hard or card key access may be issued, authorization for room access must be documented in writing (email is acceptable) by the Space Assignee (i.e., faculty member), Instrument Owner or Department (Chair or Department manager). A record of the access authorization must be maintained by the department for a minimum of 3 months beyond the duration of the authorized access.

When authorizing access to instruments or laboratory space with inherent hazards such as wet labs, lasers, biologicals, radioactive materials, etc., the Department accepts responsibility for verifying from the Space Assignee or Instrument Owner that the person being given access has successfully completed training required by EHS, campus, and UCOP guidelines and policy. Examples of possible required training include: Laboratory Safety Fundamentals, Personal Protective Equipment, Standard Operating Procedures, laser safety, etc.

Use of both hard keys and card keys is non-transferable and is strictly limited to the individual issued the card/key as authorized by the Department. Key Owners are responsible for any misuse of their card/key. Key Owners must adhere to applicable space use Policies including the BCOE Space Use Policy. Lost or stolen cards or keys should be immediately reported to the issuing department. Departments are responsible for revoking access in the event of intentional misuse of keys.

Department authority to distribute card key access or hard keys may be revoked by the Dean's Office in the event of improper use or management on the part of the Department. Examples of circumstances that would result in revocation of privileges include failing to ensure proper training, providing access without proper authorization, providing students access to restricted areas (department offices, conference rooms except as noted below, etc.), failing to obtain and manage proper records and/or failing to cancel or revoke access as required.

Distribution of hard keys shall be limited wherever possible to only those rooms without card key access. Faculty and Staff may be provided access to those conference rooms enabled in the Velocity program for that Department. Student workers are not staff and may not be given conference room access unless for a specific, approved student/group reservation. Department hard and card keys shall be stored within a securable, limited access room (e.g., CKAM office) within a locked key cabinet or dedicated, locked drawer.

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Card Keys

Card key programming and subsequent space access is managed via "Velocity", a web-based software application. CKAMs must understand the Velocity User Instructions provided by BCOE IT; training will be provided.

UCR staff or student identification cards may be used in place of blank magnetic strip (mag), proximity (prox), or dual use cards or fobs. Prox and mag cards and prox fobs may be obtained via the Deans Office at the Department's expense. Departments may elect to pass costs along to the user. Users are limited to one number per card type (e.g., one prox card and one mag card only).

In the event of a power outage and resulting malfunctioning doors with electronic locks, please contact systems@engr.ucr.edu or 2-2638 (for Bourns or MSE) or systems@cs.ucr.edu or 2-3803 (for Chung Hall).

Hard Keys

Departments are responsible for ordering hard keys for their assigned space and for tracking key distribution and return. Departments are responsible for costs incurred as a result of necessary re-keying rooms or buildings due to lost or stolen hard keys. Dean's Office approval is required prior to rekeying space. Departments must provide the key purchase order number as well as the new key(s) number(s). Rekeys must be consistent with the established building key hierarchy.

Recordkeeping

At a minimum, records associated with card and hard key access distribution must include information noted below. Written space owner and supervisor authorization (email is acceptable) is required for all key distribution. Other record keeping for card keys may be via the Velocity software.

At a minimum, Department record keeping shall include the following:

- First and last name of individual being provided access
- First and last name of the individual's supervisor
- Written approval from supervisor and, if different, space "owner" for space access
- Individual's home department
- Individual's title (e.g., staff, faculty, visiting faculty, researcher, lecturer, grad student,
- First and last name of individual being provided access
- First and last name of the individual's supervisor
- Written space access approval from supervisor and, if different, space "owner"
- Individual's home department
- Individual's title (e.g., staff, faculty, visiting faculty, researcher, lecturer, grad student, teaching assistant, etc.)
- List of rooms to which access has been provided
- List of hard keys distributed including room and key numbers
- Date upon which access and keys are issued
- Expected key return or electronic access termination date
- Verification and date of key return on or prior to the date of departure or electronic termination

Questions

Questions regarding this Policy may be directed to the BCOE Safety & Facilities Coordinator in the Dean's Office.

Bourns College of Engineering
Space Use Policy

Preface

This Policy applies to all BCOE building occupants and guests. All rules and regulations as stated in University Student Policies and Regulations (www.conduct.ucr.edu) and Business and Administrative Policies and Procedures (http://fboapps.ucr.edu/policies/) are incorporated into this Policy. Non-compliance with this Space Use Policy may result in access being revoked and referral for disciplinary action and as applicable, referral to the Student Conduct and Academic Integrity Programs for disciplinary action.

TRESPASS

Trespassing includes unauthorized entrance into BCOE buildings, rooms, or normally locked or restricted common areas without BCOE permission, including but not limited to suite areas, laboratories, and offices. Trespass into restricted access areas is prohibited, including but not limited to: locked buildings/space, offices, behind Department desks, maintenance closets, mechanical and electrical rooms, data closets, loading docks, dumpsters, attic/roof access doors, rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, construction areas, and areas marked or known to be restricted access.

VANDALISM OR DAMAGE OF PROPERTY

Vandalism, damage, or destruction of University or personal property including that which results from trespassing in BCOE space is not permitted. Bills for the total cost of replacement or repair may be assessed to the individual found responsible. Charges for damage or additional clean up not readily assessable to a particular individual may be assessed to the Department.

DOORS, LOCKS

Altering/Tampering – Altering or tampering with doors, doorjambs, door closures, doorknobs, and locking mechanisms is prohibited. Installation of any additional door locking mechanism (e.g., deadbolt, latch, chain, etc.) is prohibited.
Removal – Removing doors is prohibited.

SECURITY

All persons are prohibited from using or attempting to use items other than a duly-authorized University issued key or access card to unlock doors and gain entry into BCOE spaces. Persons are prohibited from bolting, blocking, or propping open room or hallway doors, or leaving space unlocked and unattended. Persons are prohibited from opening or holding open doors for unauthorized persons or unescorted guests.

MISUSE

Use of BCOE space for purposes other than that which it is assigned, approved, or intended is prohibited. Persons with space reservations are given priority for that space. Substituting BCOE space for scheduled course space is prohibited.

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Department Key Issuance Form

This section to be completed by Authorizing Department

Dept. Authorization

By signing this form I hereby authorize _____ **(key recipient) to receive keys to each room specified below for the Bourns College of Engineering A/B Wing, Pierce Hall (BCOE areas), Material Sciences & Engineering Bldg (MSE), and/or Winston Chung Hall (WCH).**

Date: _____   Dept. Name: _____ ▼

_____ | _____ | _____
Signature of Chair (Key User's Home Dept.) | Signature of FAO (Key User's Home Dept.) | Signature of Chair (Home Dept. for Space - if different than Key User's Home Dept.)

Affiliation Information

Staff	☐	Research Asst	☐
Faculty	☐	Teaching Asst	☐
Visiting Faculty	☐	Student Asst	☐
Researcher	☐	Graduate Student	☐
Lecturer	☐	Other	☐

Expected Key Return Date (mandatory field):

Check HERE ☐ **if permanent faculty or staff (no return date required)**

Notes:

Requested Rooms

Building	Room number	Key # (entered by Dean's Office)	Date Returned
▼			
▼			
▼			
▼			

This section to be completed upon key issuance

Signatures

Key Recipient:

By signing this form I accept responsibility for the key(s) I have been issued and will return them to my Department or to the BCOE Dean's office upon graduation, separation, termination or if directed to by my Department or by the BCOE Dean's office. I acknowledge the "Expected Key Return Date" above and know I must alert my department office if I expect to need to extend this date. Failure to return keys could result in a delay of final separation, graduation, or course registration document processing.

Print Name	Sign Name	Date

Name and signature of BCOE Staff issuing keys:

Print Name	Sign Name	Date

Name and signature of BCOE Staff receiving keys upon return:

Print Name	Sign Name	Date

Dean's Office Use Only

Key issuance entered into database on _____ by _____.

BCOE Key Issuance Form 2/13