
DEPARTMENT OF CHEMISTRY

1872 Campus Delivery
Fort Collins, Colorado 80523-1872
www.chem.colostate.edu

BUILDING ACCESS AND SECURITY POLICY

Policy Purpose and Effect: The purpose of the Building Access and Security Policy is to provide a reasonable level of security for Colorado State University (CSU) campus buildings and facilities, while recognizing that ease of access is critical to the campus community. The Policy will establish and maintain specific requirements for the issuance, use and return of keys and key cards, and to provide orderly and appropriate processes for access to buildings and facilities.

Policy Statement: All locks, keys, key cards, electronic access devices and access codes are the sole property of CSU. Colorado State University reserves the right to change locks, keys, key cards and access codes at any time. No one may place a lock on any CSU building, facility, or access point without the prior, written permission of the Director of Facilities Management or higher authority. All keys must be returned to the Department Key Manager upon any of the following circumstances: termination of employment; change of assignment location; suspension (employment or academic); expulsion, enrollment or withdrawal from the institution; and any other circumstance in which it is determined that the Key Holder no longer requires or is to be allowed access to the specified areas. The Department Key Manager must be notified when key cards are lost or stolen so they can be deactivated.

Disclaimer: Use of a keyless access system may create a log of ingress and egress to the particular room or facility accessed. The ability to routinely monitor and review these logs is limited to administrators in Academic Computing and Network Services, Facilities Management and Departments solely for the purpose of maintenance of the system and key card accountability. This data may also be released to the Colorado State University Police Department or other law enforcement, emergency response agencies and offices to further the security of the institution. While the purpose for the accumulation of ingress and egress data is not to formulate the basis for employment decisions, individual employees should not maintain an expectation of privacy as to such data.

Responsibilities and Procedures:

1. All keys to University buildings and facilities are to be issued by, and returned to, the Department Key Manager.
2. It is a violation of this Policy for any Key Holder to transfer a key to someone else.
3. It is a violation to duplicate or attempt to duplicate a key, lend it to someone else, or allow it to be used for any purpose that the Key Holder knows or should know is improper.
4. Keys must be returned to the Department Key Manager, whenever any of the following occurs (Department Key Manager must also be notified when a key card (a.k.a. RamCard) is lost or stolen, so they can be deactivated):
 - a. Faculty and staff members:
 - i. Upon transfer to another building.
 - ii. Upon termination of employment.
 - iii. Upon retirement from the University.
 - iv. At the request of the Building Proctor, Department Key Manager, Facilities Management or CSU Police Department.
 - b. Emeritus faculty:
 - i. Upon relinquishing assigned office and/or lab space.
 - c. Employees on extended leave:
 - i. The expiration date has been exceeded.
 - ii. At the request of the Building Proctor, Department Key Manager, Facilities Management or CSU Police Department.

-
- d. Students:
 - i. At the end of the academic semester or period.
 - ii. At the request of the Building Proctor, Department Key Manager, Facilities Management or CSU Police Department.
 - e. Contractors:
 - i. Upon termination of University business.
 - ii. The expiration date has been exceeded.
 - iii. At the request of the Building Proctor, Department Key Manager, Facilities Management or CSU Police Department.
5. Anyone who has possession of a key that was not issued to them by the Key Desk should report that to the Key Desk for necessary updates to University records.
 6. If an employee leaves a department and turns his or her key into the department staff or department head, that person is responsible for promptly reporting it to the Department Key Manager, and returning it if required.
 7. All key cards are issued either by Housing and Dining Services, the LSC, or the Key Desk, except for RamCards issued directly to students by the RamCard Office. The issuing office may issue the key cards to a Department Key Manager for distribution to the correct recipients, in which case, the Department Key Manager and Department Head will be fully responsible for those key cards. The same rules apply to key cards as to keys, above.
 8. Any CSU employee who learns of the loss, theft or misuse of a key or key card is required to report it to the Department Key Manager or the Key Desk.
 9. Only the Director of Facilities, Executive Director of Housing and Dining Services, Chief of CSUPD, Lory Student Center Director, and the Vice President for University Operations can have, or authorize someone else to have, a Master, Sub- master or Building Master key or key card access status. The Key Desk or other issuing office will issue the appropriate key or key card access setting.
 10. Any time there is a need to change locks because of missing keys, the department whose employee was issued the missing key is responsible for the cost.
 11. RamCards are subject to the policies and procedures of the RamCard Office. This Policy applies to RamCards only insofar as it does not conflict with an approved RamCard policy or procedure.
 12. All access systems require the prior approval of Facilities Management before being purchased, installed, changed or removed. All keys and key cards, other than those issued by Housing and Dining Services, Lory Student Center, or RamCard Office, must be issued by Facilities Management.
 13. All lost or stolen keys must be reported within 24 hours to the Facilities Management Key Desk where a police report must be filed, in person; and also to the Department Key Manager. Lost or stolen key cards must be reported to Facilities Management or the Department Key Manager in order to deactivate the card. All lost or stolen keys issued by the RamCard Office, Housing and Dining Services, the LSC, or other must be reported to their offices.
 14. Broken or worn out keys must be returned to the Department Key Manager, so a replacement can be issued. Housing and Dining Services, the LSC or other will replace keys issued by their offices.
 15. Default restricted access hours for all campus buildings will be 10:00 PM through 7:00 AM weeknights and through the weekend. Temporary or permanent alternate access hours can be set by Facilities Management with input from Vice Presidents, Deans, Directors, Department Heads, and Building Proctors as appropriate.
 - a. Individuals issued keys are expected to use them properly to lock and unlock facilities for which they have been authorized access. Building occupants who do not have keys with them or have not been issued keys are

expected to contact the Building Proctor for access to the building or rooms during business hours.

b. People, who are locked out of their offices, labs or other, during business hours, must contact their department office, proctor, department head or dean for access. On-call or other available staff should handle lock out when possible in Housing and Dining facilities.

c. Anyone wishing to enter a building, classroom, or office during restricted access hours must have been issued their own keys. Units and areas that operate within these closure hours must staff the area or make arrangement for access with appropriate personnel in advance. CSU Police Department will only unlock doors after business hours when proctors are unavailable and the following conditions exist:

- i. A life-threatening situation (i.e. medical, personal safety). The requesting party must provide proper identification.
- ii. Other emergency (i.e. locked out with keys inside building). The requesting party must provide proper identification and proctor or responsible person authorization.

Information contained within this document has been extracted in part from the Colorado State University Policy ID: # 6-6030-007, and is presented as applicable to the internal policies of the Department of Chemistry.