BUILDING ACCESS

I.   Policy Section

        Risk Management

II.   Policy Subsection

        14.14 Building Access (Key/RaiderCard)

III.   Policy Statement

        It is the College policy to provide employees and students reasonable
        access to college buildings and offices for the purpose of fulfilling their
        responsibilities, while maintaining a high level of security for College
        facilities. The President of the College or his/her designees will be
        responsible for maintaining procedures for securing buildings and
        classrooms.

IV.   Reason for the Policy

        This policy identifies the responsibilities for securing buildings, issuance of
        keys and RaiderCard access, as well as sets parameters for building
        access and other related information. The procedures will include clearly
        defined rules on key distribution and RaiderCard access as well as
        building access by employees, students, and the general public.

V.   Entities Affected by this Policy

        All Employees, Students, Contractors and Vendors

VI.   Who Should Read this Policy

        All Employees
        Members of the Public
        Board of Trustees
        Contracted employees and service providers

VII.   Related Documents

VIII.   Contacts

        Policy Owner: Vice President of Finance and Administration
        Executive Director of Facilities
        Chief of Police

IX.   Definitions

Standard Hours of Operation for Employees:
        6:00 AM – 10:00 PM Monday through Thursday
        6:00 AM – 9:00 PM Fridays
        Weekend hours will exist for scheduled classes and approved
        events.

Extended Access for Employees:
        8:00 AM – 9:00 PM Saturday and Sunday

Normal Business Hours:
        8:00 AM – 5:00 PM Monday through Friday

X.   Procedures

   A.   The Chief of Police in conjunction with facilities staff will be
         responsible for allocation and inventory of all College keys. This will
         include internal and/or external manufacturing of the key.

   B.   The Executive Director of Facilities will coordinate closely with the
         Chief of Police to maintain a campus wide building security plan.

   C.   Standard Employee Access: All staff and faculty will have entry
         access to GRCC buildings during standard hours of operation.
         Standard hours are considered 6 A.M. to 10 P.M. Monday through
         Thursday, and 6 A.M. to 9 P.M. on Fridays. Weekend and
         extended weekday hours will exist for all regularly scheduled
         classes and approved scheduled events. Access will only be
         available at primary or specified access points as identified per
         building.

   D.   Extended Employee Access: Employees may request access for
         Saturday and Sundays from 8 A.M. to 9 P.M. by completing the
         "Extended Building Access" form. The form must be approved by
         the employee's Executive Director or Associate Dean and
         submitted to Campus Police.

         1.   Extended access is intended for faculty and administrative
              staff for class preparation and other administrative duties.

         2.   Extended access must be requested/renewed at the
              beginning of each academic year, however new requests
              can be processed throughout the year as the need arises.

   E.   For students and the general public: Access to academic buildings
         for students and the general public is limited to the hours of

operation in each building. Unless otherwise posted, the hours of operation are generally 7 A.M. to 9 P.M. Monday through Friday. After hours use by students is strictly prohibited. Weekend hours will vary depending on campus activities.

1. Exceptions: The Wisner –Bottrall Applied Technology Center (ATC) and Spectrum Bakery will be open for students from 6 A.M. to 10 P.M.

2. Access to non-academic buildings such as College Park Plaza, Mable Engle House, the Administration Building, etc. will be restricted to normal business hours.

F. Keys and/or RaiderCard Access will be allocated on the following basis:

1. Need for access to buildings and internal facilities will be the determining factor for allocation of all keys/RaiderCard access.

2. Department Heads, Program Directors and Immediate Supervisors will be responsible for initiating the access process for their employees as the "Requesting Party" on the Access Request Form.

3. Fulltime faculty and staff should have keys to their internal work areas (offices).

4. Adjunct faculty will be assigned keys as needed.

5. Students may be granted interior RaiderCard or numerical key pad access with approval of their department head or supervisor. Student employees may also check keys out from Campus Police as needed, with approval of their supervisors. Students will not be assigned keys to any College door.

6. Grand masters will be assigned only with the approval of the President or his/her designee.

7. Campus Police must receive a signed access request form authorized by the Executive Director or Associate Dean, before a key is issued or RaiderCard access is granted.

8. A Key Agreement must be signed by the individual receiving keys. Copies of the signed documents are kept at Facilities in the access control office.

9. Employees separated from employment for any reason are required to turn their keys in to Campus Police on their last work day. The only exception is if a Human Resources representative takes possession of the keys during the separation process. In this situation, the HR representative will be responsible for turning the keys in to Campus Police.

10. Employees who are transferring to a different assignment within the College or moving to a new office space requiring new access must turn their old keys in at Campus Police prior to obtaining new keys.

11. Facilities staff will be responsible for locking all external doors when closing buildings for the evening or weekend. Campus Police Officers are responsible for checking all buildings and doors after custodians have locked them.

12. Only authorized persons are to be in Campus Buildings when the Campus is closed. This authorization is for scheduled maintenance or emergency use, and not intended for normal office work. When the campus is closed, authorized employees entering and exiting closed buildings are directly responsible for securing the doors they use.

13. Requests for changing individual cores in doors should be directed to the Chief of Police or Executive Director of Facilities

14. Exceptions to these rules must be approved by the College President or his designee.

XI.   Forms

1. Key Agreement
2. Access Request Form
3. Extended Access Request Form

XII.   Effective Date
February 2016

XIII.   Policy History
2006 – original draft
2012 – revised
2014 – revised
2016 – revised (Added definitions for restricted access times)

XIV.   Next Review/Revision Date

February 2018