

HUMBOLDT STATE UNIVERSITY

Facilities Management

Department Procedure: FM005-170908

Title: Security System Access for Facilities Management & Distribution Services Buildings

Access to specified areas of the Facilities Management and Distribution Services buildings are controlled by a security system. Employees of Facilities Management are afforded access to these systems based on their position, office location and/or emergency response requirements.

Secured areas include the office areas of the Facilities Management building, the warehouse area of the Facilities Management building, and the entire Distribution Services building. Access for each of these areas follow the protocol outlined below:

- Office Areas of the Facilities Management Building
 - All individuals employed by Facilities Management and who have an office within this area shall be provided access.
 - All individuals who also have access to the Facilities Management warehouse shall be provided access as entry to the warehouse is through the office area.
 - The Custodial & Logistics Manager, Custodial Supervisor, Lead Custodian, Mail Supervisor, Storekeeper, Parking Officer II, Alarm Specialist, Building Service Engineers and Bus Drivers shall be provided access. Additionally, the Director of Risk Management & Safety Services as well as the Environmental Health & Safety Coordinator shall be provided access.
 - All Facilities Management staff named as initial first responders for off hours campus emergencies shall be provided access. Said individuals are defined in the Facilities Management Standard Operating Procedure FM001 Call Out for Off Hours Campus Emergencies.
 - Custodians, as designated by the Custodial & Logistics Manager, who are routinely assigned to off hours or weekend shifts.
 - The University Police Department Chief, Lieutenant, Sergeants, and Officers shall be provided access.

- Warehouse Areas of the Facilities Management Building
 - The Associate Vice President- Facilities Management, Director of Sustainability, Energy & Grounds, Facilities Maintenance Manager, Facilities Support Services Business Services Manager, Associate Director of Planning & Design, Facility Project Supervisor, Custodial & Logistics Manager, Custodial Supervisor, Lead Custodian, Storekeeper, Alarm Specialist, and Building Service Engineers shall be provided access.

- All Facilities Management staff named as initial first responders for off hours campus emergencies shall be provided access. Said individuals are defined in the Facilities Management Standard Operating Procedure FM001 Call Out for Off Hours Campus Emergencies.
- The University Police Department Chief, Lieutenant, Sergeants, and Officers shall be provided access.
- Distribution Services Building
 - All individuals employed by Facilities Management and who have an office within this area shall be provided access.
 - The Associate Vice President- Facilities Management, Director of Sustainability, Energy & Grounds, Facilities Maintenance Manager, Associate Director of Planning & Design, Custodial & Logistics Manager, Custodial Supervisor, Lead Custodian, Mail Supervisor, and Warehouse Workers shall be provided access.
 - The University Police Department Chief, Lieutenant, Sergeants, and Officers shall be provided access.

Any additional access or requested exceptions must be approved by the Associate Vice President- Facilities Management. Any individual granted access must be removed from the security system upon termination of employment regardless of reason. This shall be completed as part of the employee check out process. The Alarm Specialist shall provide a report to the Associate Vice President, Facilities Management twice annually (in January and July) so that such may be reviewed for accuracy. The intent of the reports is to ensure access is actively managed by the authority having jurisdiction and overall responsibility for the secured area.

REFERENCES

- Facilities Management Standard Operating Procedure FM001 Call Out for Off Hours Campus Emergencies