Access Control Policy Science & Engineering Building

I.   INTRODUCTION:

The Science & Engineering Building (SEB) will house some of the most advanced state-of-the-art equipment and instruments on the UNLV campus. They will be used on a day-to-day basis and tied to various funded research projects. Even though use of the building by SEB researchers, graduate students, and UNLV personnel should be uncomplicated, improper use of the building and its facilities by unauthorized persons must be prevented by careful control of access to the building. This policy document will delineate:

   A) Who gets keys
   B) To what one has access
   C) Who approves the requests
   D) What not to do with the keys.

II.   DEFINITIONS:

KEY HOLDER: A person to whom an authorized key has been issued to.

KEY CARD: Plastic card programmed to grant the holder access via a computerized access control system.

PROXIMITY: Name of UNLV's computerized access control system.

INDIVIDUAL KEY: Key allowing access through keyed only doors.

III.   POLICY

Keys will not be automatically issued to assigned occupants of SEB. It shall be the responsibility of the individual to determine their need for access, determine specific access points, and initiate the request through the proper channels as described in this policy.

WHO GETS KEYS:

   1) Any faculty Principal Investigator (PI) who has a research lab and office space in the SEB.
   2) Any faculty PI who has approved access to a research lab but no office in SEB.
   3) Any post-doctoral researcher or research professor working with a SEB faculty PI.

4) Any graduate or undergraduate students working with a SEB faculty PI.

TO WHAT ONE HAS ACCESS:

1.) Any faculty Principal Investigator (PI) with an office in SEB may be issued:

   a) A Proximity key card with access to the main entrances, entrance to the upper floors, passenger elevators, service elevator, back compound gate, and to their lab space.
   b) Individual keys to their office and the door to their lab module from the service hallway.

2.) Any faculty PI who has approved access to a research lab but no office in SEB may be issued:

   a) A Proximity key card with access to the main entrances, entrance to the floors, service elevator, back compound gate, and to their lab space.
   b) Individual key to open the door to their lab module from the service hallway.

3.) Any research professors or post-doctoral researcher working with a SEB researcher may be issued:

   a) A Proximity key card with access to main entrances, entrance to the upper floors, passenger elevator, service elevator, back compound gate, and to their lab space.
   b) Individual keys to their office if they have one assigned to them and to open the door to their lab module from the service hallway.

4.) Any graduate or undergraduate student working with a SEB faculty researcher may be issued, upon approval by the appropriate faculty PI:

   a) Proximity key card with access to the main entrances, entrance to the floors, passenger elevator, and to their lab space.
   b) Individual key to their office if they have one assigned.

WHO APPROVES THE REQUEST:

   1) Requests from research professors, post-doctoral researchers, and students should be approved with the SEB faculty Principal Investigators signature.

   2) Then it should be approved by the SEB Assistant Director of Research Facilities. If the request is declined, the application should be taken to the SEB steering committee for reconsideration.

3) The SEB Administration Office will then put it through the system and work with the lock shop to get the keys ordered.

4) When the keys come back to the SEB Administration Office, staff will make documentation of the keys or Proximity card and issue them to the recipient, after getting that person's acknowledgement that he/she received the keys, read, and accept SEB Policies & Procedures.

WHAT NOT TO DO WITH YOUR KEY:

1) Lending one's keys or Proximity card to anyone (including friends and visitors) is strictly prohibited.
2) When one loses a key or Proximity card, one should contact the SEB Administration Office immediately.
3) Keys and Proximity cards should be in your possession or in a safe place when not in use.

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HOW TO INITIATE REQUEST:

All key request must be initiated through the SEB Administrative Office. Requestors may call 774-4SEB (4732) or stop by room 2102 to start the process.

FINAL NOTE:

Users of SEB access control devices shall adhere to all policies put forth by the UNLV Key Control Policy, signed: Gerry Bomotti, Senior Vice President for Finance and Business, dated 1/22/2008. You may read this policy at:

https://www.unlv.edu/sites/default/files/page_files/945/CampusKeyPolicy.pdf

Approval Date: 01/29/09

Last Amended: 07/02/09

Authority: SEB Committee