

FACILITIES MANAGEMENT: ACCESS CONTROL POLICY

Statement of Purpose

This policy establishes guidelines for auditing, regulating, and managing the issuance and return of keys and access cards at the University of Nevada, Las Vegas (UNLV). It defines the responsibilities of departmental personnel and key holders, which applies to all authorized individuals accessing UNLV property. All users are accountable for their assigned keys and access cards and may be subject to an audit for security purposes.

Entities Affected

This policy applies to all individuals who are issued keys or access cards on all UNLV campuses, including employees, academic staff, students, and vendors. It covers all facilities managed by Facilities Management. See Appendix A for the complete list.

Policy Statement

UNLV prioritizes campus safety and property security through controlled key and access control distribution. Facilities Management is responsible for the maintenance and oversight of the entire key and access control system. This includes performing repair and maintenance, implementing changes, accepting and denying requests and/or assessing charges for services that are beyond maintenance.

All keys and access credentials are UNLV property and may be recoverable at any time. Any unrecovered keys may be assessed a fee to reestablish complete security protocols. Unauthorized duplication, possession, alteration, transferring, or use of keys or access cards is prohibited and may result in disciplinary action.

Security Concerns

UNLV operates in an open and dynamic environment that balances accessibility with the need to protect people, property, information, and academic operations. The listed departments below support a layered security approach that integrates physical keys, access control systems, monitoring, training, and coordinated response for UNLV. They convey individual accountability, timely reporting, and compliance with UNLV policies and applicable laws to reduce risk and maintain a safe and secure learning and working environment. These areas include the following:

- Access Services: 895-0855, CSB-157
 - Lost or compromised keys and access cards (See Appendix B for a checklist)
- Facilities Help Desk (FHD): 895-4357, CSB-128
 - All maintenance concerns
 - Access Control policy violations
- University Police Department (UPD): 895-3669
 - Stolen keys or access cards
 - Emergency access (after normal operating hours)
 - Unauthorized access and tailgating

Removing User Access

- Department Appointing Authority or Dean
 - May initiate a request to Access Services to immediately remove an individual's card access via Key Request - Remove Building Access portal. The requestor's identity may be verified through Workday and HR.
- Office of Human Resources:
 - Employee separations or other concerns related to employee relations
 - HR may initiate a request to Access Services to immediately remove an individual's card access.

Emergency Access Procedures

Per recommendations from the UNLV Committee on Campus Security and Safety Final Report in 2024, UNLV has installed or retrofitted door systems to use a single-action lock. This included installing an electronic lock button in classroom spaces and retrofitting the small, but remaining number of office doors to lock with a single action.

Definitions

- **Access Cards:** These cards, when programmed, allow users to gain access to door card readers.
- **Access Levels:** Refer to Appendix G for more information.
- **Access Services Shop:** Also known as the Lock shop or the Access Control shop.
- **Building Master Keys:** A single hard key that operates most common doors in a building excluding mechanical and other miscellaneous spaces. Master keys are restricted only to FM, P&C, OIT, and RMS. Otherwise, keys will be limited to a sub-master or change key.
- **Building Sub-Master Keys:** Provide access to multiple areas and are issued to department heads or managers with appropriate security measures.
- **Change Keys:** Bottom-level key that operates a single door or keyed alike doors (typical user).
- **Crimped keyring:** For security purposes, UNLV issued keys at the sub-master and master levels will only be issued with a security crimp, which prevents the transfer of keys from a keyring.
- **Keyed-Alike:** Change Keys that provide access to multiple rooms within a single building.
- **Keys:** Often referred to as hard, physical or mechanical keys.
- **Key Approver / Department Authority:** An individual authorized to approve key requests, who may adjust building access schedules (e.g., holidays), and access departmental areas in the event of lost keys.
- **Key Audit:** This audit includes verifying a user's key set and may result in consolidation of redundant keys. Periodically, Access Services may audit a user's keyring.
- **Key Holder:** A UNLV affiliate that is issued an authorized mechanical key and/or access card.
- **Key Cabinet (Traka):** Often referred to as a Traka cabinet, which is used to securely store, issue, and account for mechanical keys from access via a Rebel Card.
- **Key Request System:** FM's Rebels@Work Portal via WebTMA used to request keys and access cards.
- **Lost Key Procedure:** To assess a security risk and potentially rekey select locations, followed by issuing users new keys. See Appendix B for more information.
- **New User:** All user profiles require an NSHE ID, for both Access Cards and keys.
- **Rebel Cards:** These serve as an access card and employee ID.

Appendix Listing

Due to the large amount of information within this policy, sections have been placed in their appropriate appendix. Please see each for more information.

The full list is as follows:

Appendix A: UNLV Building Listing – Facilities Management

Appendix B: Lost or Stolen Key Response Checklist

Appendix C: Responsibility Matrix – Billable vs. Non-Billable Services

Appendix D: Key and Access User Agreement

Appendix E: Key Request and Approval Workflow

Appendix F: Card Access History Search and Approval Procedure

Appendix G: Access Levels - How-to Guide

Roles and Responsibilities

Facilities Access Services

The Access Services Shop is responsible for maintaining interior and exterior security hardware and access for Facilities Management – maintained buildings. See Appendix A for a full list of these buildings. This includes repairing and maintaining physical locks, keys, and card access equipment, software and hardware. See Appendix C for a more detailed list of billable and non-billable services.

Key Audit

FM has implemented a crimped keyring for all master and sub-master keys. This keyring prevents the transferring of keys. For all users who do not have a crimped keyring, those users may have their keyrings audited. Audits may also be conducted when an employee's employment has ended. During an audit, all registered keys will be compared to their physical set and if there is a deviation, a security assessment will be conducted. If there is security concern, areas may be rekeyed and that work will be billed to the department.

Departmental/ FM Customer

All faculty, students, and staff are responsible for maintaining building security by reporting maintenance concerns and ensuring proper key and access card control. Each key holder is responsible for all keys and access cards issued to them. Users must sign an access agreement prior to being granted access to UNLV spaces (see Appendix D). If the user obtains anything higher than a change key (personal office door), they must read and sign this form upon receiving their keys.

New Hires

New key and access card requests can only be started with the use of an NSHE ID. Because of this, Access Services is not able to complete a key request prior to the start of a new employee's start date. Requests can be submitted, but keys will not be issued until an employment starts and a Rebel card is issued. It typically takes up to 48 hours after receiving a Rebel card before they are processed into FM's database.

Key Control and Inventory

Access Services maintains the official campus-wide inventory. Departments may contact the Facilities Help Desk (FHD) for assistance.

Key Return

Keys and access cards must be returned to Access Services (CSB, rm 157) upon separation or internal transfers. Keys and access cards may not be transferred from one employee to another without authorization from Access Services. Management within each department is responsible for retrieving issued keys. Failure to retrieve and return keys may result in department fees or holds on pay, grades, or transcripts. If keys are not returned within 60 days, they are assumed to be lost and Access Services will initiate a lost key procedure to assess the security risk.

Prohibited Actions and Responsibilities

Keys and access cards are considered State property and users must safeguard them. The following actions are prohibited and meant to help aid users maintain campus security:

1. Loaning or transferring keys or access cards.
 - a. Transferring keys to new employees must be organized through FM.
2. Removing master or sub-master keys from campus.
 - a. Keys must be safely stored within the user's department. They are not to be placed on personnel key rings.
 - b. This includes not allowing vendors to take keys off campus.
3. Unlocking doors for unverified individuals; Users without access must be referred to the department or the Facilities Help Desk (FHD).
4. Admitting others during normal or after-hours, except during emergencies.
5. Retaining found keys instead of turning them in to Access Services.
6. Failing to return keys upon termination or transfer.
 - a. Keys can be returned to Access Services in CSB-157.
7. Leaving rooms, doors, or gates unsecured when unoccupied.
8. Failing to report unauthorized activity to UPD.
9. Failing to carry a valid Rebel Card (access card) after hours.
10. Obtaining or requesting duplicate keys.
11. Department requests a room to be keyed off the master keying system.

Policies and Procedures

Building Hours

Building unlock hours are unique and based on the building's operational and security needs. On observed holidays all buildings are locked. Vice Presidents, Deans, Chairs, and Department Liaisons coordinate with Access Services to adjust building unlock schedules through the service request portal.

Buildings are closed on weekends unless access is arranged through a Rebels@work request submitted to the Facilities Help Desk (FHD). Access Control locks engage automatically when buildings are scheduled to close.

Requests for permanent changes or holiday hour changes to building hours must be submitted using the "Change Building Hours" and requested through the Rebels@Work system.

Lockout/Access Assistance*

Before contacting Facilities Management (FM) or the Access Services Shop, individuals who experience a lockout should first contact their authorized access representative, such as their department's administrative assistant, key approver, or building liaison.

The Access Services Shop may charge a fee for unlock requests that are not maintenance-related. Maintenance-related issues may include a faulty card reader that does not respond when a Rebel Card is presented outside the user's wallet or a door with a physically stuck lock. These requests may require additional time to resolve due to user verification requirements and travel time.

University Police Department (UPD) assistance is limited to life-safety emergencies.

*For individuals who have access to a room or space via the Key approval process, but do not have their access card or keys available, the following guidance applies. For those that do not have access, please submit a key request (see section below).

Key Request Procedure

All requests for keys and access cards, including mechanical keys, re-keying, transfers, duplications, vendor or student access, and key pickup, must be submitted through the Key Request System. See Appendix E for a detailed listing of this process.

Card Access

All users must obtain a RebelCard, which serves as a UNLV identification card and is used to request access through FM's iService request portal using the six-digit number printed on the back of the card.

Card access doors are designed to be self-closing and self-locking. Hard keys are not issued for doors equipped with card access due to security and audit trail protocols. Any door that adds card access will have its key core changed to ensure this. This is done to maintain oversight of security.

Card access history may be searched and reported. See Appendix F for more details and the approval process for this service.



Physical Keys (Mechanical Access)

Physical keys provide mechanical access to secured UNLV spaces and are used in areas not equipped with card access systems. All physical keys are part of UNLV's controlled access system and are managed exclusively by Access Services. Mechanical keys are issued only when operationally necessary and are subject to the same accountability, security, and audit requirements as card access credentials.

Key holders are responsible for safeguarding all issued mechanical keys. The loss of a physical key presents a higher security risk than card access credentials due to the inability to immediately deactivate the key. As a result, lost or stolen mechanical keys may require re-keying of affected locks and mass key redistribution at the department's expense.

Financial Responsibility*:

- Door unlocking services are fee-based when not related to maintenance issues.
- Changing locks
- Re-keying required due to negligence will be charged to the department.
- **Key Fees** (no charge for initial authorized faculty and staff keys):
 - Furniture: **\$25**
 - Mechanical keys: **Value based on openings affected at \$25 per opening (Max \$7,500).**
 - Plus an administration fee: \$250
- Broken or worn keys will be replaced at no charge if the key is provided to the Access Control shop.

*Note: See Appendix C for additional detail on billable services

Traka Electronic Key Cabinets

A DEPARTMENT OF BUSINESS AFFAIRS

A Traka Key Cabinet is an electronic key management system used to securely store, control, and track physical keys. The system grants access to authorized individuals and maintains an electronic record of all key transactions, including users who accessed a key, when it was removed, and when it was returned.

The purpose of the Traka system is to enhance security, improve accountability, reduce the risk of lost or unauthorized keys, and provide an auditable chain of custody for keys assigned to university facilities, equipment, vehicles, and other secured assets.

Access to keys stored within a Traka Key Cabinet is granted only to authorized personnel based on their job responsibilities and approved access levels (See Appendix G for access level details). University Rebel Cards are used to access designated key rings for daily operational needs.

Access Services is responsible for determining which keys or key rings will be managed through the Traka system. Unless otherwise authorized by Access Services, all keys issued through a Traka Key Cabinet must be returned by the end of each business day.

Vendor Access Request (VAR)

Contractors and on-site vendors may be issued keys and access cards as necessary to perform their work. However, the assigned Project Manager (PM) shall be designated as the responsible party and will be recorded as the recipient of all issued keys and/or access credentials.

Project Managers are encouraged to establish procedures for managing access during the course of a project, including coordinating the unlocking and securing of spaces or requesting project-specific keys through a Traka Key Cabinet. Keys issued through the Traka system must be checked out and returned daily unless otherwise authorized by Access Services.

The department and/or Project Manager shall be financially responsible for any costs associated with rekeying or replacement resulting from lost, stolen, or unreturned keys. Requests for contractor or vendor access must include the anticipated project completion date so that access credentials can be appropriately managed and revoked upon project closeout.

Appendix A: UNLV Building Listing - Facilities Management

Building Code	Building Name	Campus Name	Gross Area
AEB	Advanced Engineering Building	Maryland Campus	52,483
ALB	Accelerator Lab Building	Maryland Campus	2,395
ARC	Paul B. Sogg Architecture	Maryland Campus	85,439
ASC	Academic Success Center	Maryland Campus	8,901
BDC	Bennett Development Center	Maryland Campus	7,800
BEH	Frank and Estella Beam Hall	Maryland Campus	148,485
BHS	Rod Lee Bigelow Health Science	Maryland Campus	81,986
BMC	Beam Music Center	Maryland Campus	35,336
BPB	Robert L. Bigelow Physics	Maryland Campus	76,055
BSL	Boyd School Of Law	Maryland Campus	89,773
CDC01	Central Desert Complex 01	Maryland Campus	3,550
CDC02	Central Desert Complex 02	Maryland Campus	3,550
CDC03	Central Desert Complex 03	Maryland Campus	3,550
CDC04	Central Desert Complex 04	Maryland Campus	3,550
CDC05	Central Desert Complex 05	Maryland Campus	3,550
CDC06	Central Desert Complex 06	Maryland Campus	3,550
CDC07	Central Desert Complex 07	Maryland Campus	3,564
CDC08	Central Desert Complex 08	Maryland Campus	3,564
CDC09	Central Desert Complex 09	Maryland Campus	3,564
CDC10	Central Desert Complex 10	Maryland Campus	3,564
CEB	Carlson Education Building	Maryland Campus	101,313
CHB	Classroom Building Complex	Maryland Campus	169,325
CHE	Chemistry Building	Maryland Campus	44,056
CLB1	Campus Lab Building 1	Maryland Campus	14,575
CLB2	Campus Lab Building 2	Maryland Campus	22,008
CLB3	Campus Lab Building 3	Maryland Campus	26,245
CRC	Campus Resource Center	Maryland Campus	30,277
CSB	Campus Services Building	Maryland Campus	79,598
FAB1	Flamingo Auxiliary Building	Maryland Campus	63,964
FDH	Flora Dungan Humanities	Maryland Campus	110,658
FMA	Facilities Management Admin	Maryland Campus	9,607
FND	Foundation Building	Maryland Campus	24,023
FRA	Frazier Switchroom	Maryland Campus	900
GRA	Archie C. Grant Hall	Maryland Campus	37,853
GRS	Graduate Art Studios	Maryland Campus	4,151
GTW	University Gateway Building	Maryland Campus	45,675
GUA	Greenspun Urban Affairs	Maryland Campus	124,084
HAB1	Harmon Auxiliary Building	Maryland Campus	7,862
HBL	High Bay Lab	Maryland Campus	1,955
HCH	Artemus W. Ham Concert Hall	Maryland Campus	55,865
HEA	Holbert H. Hendrix Education Auditorium	Maryland Campus	4,146
HFA	Alta Ham Fine Arts	Maryland Campus	94,165
HOS	Hospitality Hall Building	Maryland Campus	109,017
HOU	Houssels House	Maryland Campus	3,267
HWB	Herman Westfall Building	Maryland Campus	22,473
IGS	Integrated Graphics Services	Maryland Campus	9,120
JBT	Judy Bayley Theatre	Maryland Campus	35,298
LAC	Lied Athletic Complex	Maryland Campus	66,277
LBC1	Lynn Bennett Childhood Development Bldg. 1	Maryland Campus	10,052
LBC2	Lynn Bennett Childhood Development Bldg. 2	Maryland Campus	2,590

Building Code	Building Name	Campus Name	Gross Area
LBC3	Lynn Bennett Childhood Development Bldg. 3	Maryland Campus	2,728
LBC4	Lynn Bennett Childhood Development Bldg. 4	Maryland Campus	3,987
LBC5	Lynn Bennett Childhood Development Bldg. 5	Maryland Campus	6,863
LBC6	Lynn Bennett Childhood Development Bldg. 6	Maryland Campus	2,077
LFG	Lilly Fong Geoscience	Maryland Campus	28,681
LLB	Lied Library Building	Maryland Campus	304,749
MAB1	Maryland Administrative Building	Maryland Campus	9,879
MAB2	Maryland Administrative Building 2	Maryland Campus	36,983
MCB	Thomas & Mack Moot Court	Maryland Campus	6,704
MPE	Paul McDermott Physical Ed.	Maryland Campus	152,312
MSM	Marjorie Barrick Museum/HRC	Maryland Campus	71,819
OM1	Paint Shop	Maryland Campus	3,893
OM2	HVAC Shop	Maryland Campus	2,534
OM3	MultiCraft Shop/Warehouse	Maryland Campus	15,316
OM4	Custodial Shop	Maryland Campus	2,854
PKG1	Parking Garage 01	Maryland Campus	685,759
PKG2	Parking Garage, Trop & Brussels	Maryland Campus	315,429
PKG2 (ADD)	Parking Garage, Trop Addition	Maryland Campus	342,162
PKG3	Maryland Parking Garage	Maryland Campus	282,245
PSB	Claude Howard Pub. Safety Bldg.	Maryland Campus	3,505
RAB	Research Administration Bldg.	Maryland Campus	5,689
RLL	Beverly Rogers Literature & Law Bldg.	Maryland Campus	91,658
RPL	Radiation Protection Laboratory	Maryland Campus	2,618
RRC	Rebel Recycling Center	Maryland Campus	756
SEB	Science Engineering Building	Maryland Campus	203,777
SEP	Satellite Energy Plant	Maryland Campus	6,771
SFB	Stan Fulton Building	Maryland Campus	37,003
SCS	UCCSN University System Bldg.	Maryland Campus	1,384
SSCA	Student Services Complex (A)	Maryland Campus	46,206
SSCB	Student Services Complex (B)	Maryland Campus	12,354
SSCC	Student Services Complex (C)	Maryland Campus	4,105
STL	Science Teaching Lab	Maryland Campus	6,720
TAC	Richard Tam Alumni Center	Maryland Campus	21,630
TAY	William D. Taylor Hall	Maryland Campus	1,920
TBE	Thomas Beam Engineering Bldg	Maryland Campus	121,046
TEC	Technology Building	Maryland Campus	10,677
TKT	Parking Garage Ticket Booth	Maryland Campus	994
TWH	Thunder Warehouse	Maryland Campus	9,525
UAB	University Auxiliary Building	Maryland Campus	2,976
UNH	University Hall	Maryland Campus	3,709
USB	UCCSN University System Bldg.	Maryland Campus	1,559
WHA1	White Hall Annex 1	Maryland Campus	3,564
WHA2	White Hall Annex 2	Maryland Campus	3,564
WHA3	White Hall Annex 3	Maryland Campus	5,264
WHI	Juanita G. White Life Sciences	Maryland Campus	90,651
WRI	John S. Wright Hall	Maryland Campus	95,877
SLC-A	Shadow Lane Dental School	Medical District	81,639
SLC-B	Shadow Lane Biotech Research	Medical District	106,454
SLC-C	Shadow Lane Campus Services	Medical District	11,005
SLC-D	Shadow Lane Advanced Dental Education	Medical District	44,170
SLC-E	Shadow Lane Building E - 1707 W. Charleston Blvd.	Medical District	46,009
SLC-F	Shadow Lane Building F - 1125 Shadow Ln.	Medical District	4,060
Total			5,320,414

Appendix B: Lost or Stolen Key Response Checklist

In the event a key is lost or stolen, the following steps must be completed

Mechanical Key

1. Immediately notify:
 - Access Services via a Hard Key Request with a key replacement type of "Lost."
 - Department Key Approver
 - University Police Department (UPD) if theft is suspected
2. Provide Access Services more information on the situation.
3. Pay applicable replacement or re-keying fees.

Rebel Card

1. Immediately notify:
 - Access Services through the Key Request - Remove Building Access portal - request temporary access deactivation in the Room(s) / Area(s) section
 - Department Key Approver
 - University Police Department (UPD) if theft is suspected
2. Visit Rebel Card Services in the Student Union for a replacement Rebel Card
 - a. (Access will automatically updated, but it could take up to 48 hours)

Appendix C: Responsibility Matrix - Billable Vs. Non-Billable Services

Non-Billable Services (Core)

The following services are provided at no cost when performed under normal operations and policy compliance:

- Initial issuance of authorized keys or access cards for faculty and staff
- Replacement of keys or access cards due to normal wear and tear
- Lock maintenance and repairs resulting from standard use
- Card access updates due to role or assignment changes
- Emergency unlocks related to maintenance or system malfunction
- Building lock/ unlock schedules and changes.
- Code-related ADA operator installations and maintenance

Billable Services (Non-Core)

Departments may be charged for the following services:

- Issuance of keys or access cards for contractors and vendors
- Replacement of lost or stolen keys
- Replacement of lost or stolen access cards (via the Rebel Card Office)
- Re-keying required due to negligence, failure to retrieve keys, or policy violations
- Unauthorized lock changes or installation of non-standard hardware
- After-hours or non-maintenance-related door unlocks
- Damage to locks, keys, or access systems caused by misuse
- Maintenance or repairs to a customer-specific or programmatic locking device
- Customer requests for department-specific reports
- Non-code-related ADA operator installations

Note: Fees are subject to change and are published by Facilities Management.

Appendix D: Key and Access User Agreement

This user access agreement applies to all employees, students, or other users who are issued physical keys and/or access cards to UNLV facilities.

1. Acknowledgment of Responsibility

I acknowledge that all keys and access cards issued to me are the property of UNLV. I understand that access privileges are granted solely for official UNLV business, academic activities, or authorized employment-related purposes. I agree to safeguard all keys and access cards issued to me and accept full responsibility for their proper use.

2. Proper Use of Keys and Access Cards

I agree to the following conditions:

- I will not loan, share, transfer, duplicate, alter, or misuse any key or access card issued to me
- I will use keys and access cards only to access areas for which I am authorized

3. Loss, Theft, or Compromise

I understand that lost, stolen, or compromised keys or access cards present a security risk. I agree to:

- Report any lost or stolen key or access card immediately to Access Services
- Report suspected theft to University Police Department (UPD)
- Cooperate with any security review or other UNLV investigation process related to the loss

I understand that I or my department may be held financially responsible for the replacement or the rekeying costs associated with the loss of building master and sub-master keys. These keys will not leave campus, but be kept in a secure location within the users department.

4. Termination or Change of Status

I agree to return all keys and access cards immediately upon:

- Termination of employment (or part of department/UNLV out processing)
- Change in role, transfer to another department, student withdrawal, and graduation

Failure to return issued items may result in a personal or department cost, holds on pay, grades, transcripts, or future registration, as applicable due to the security protocol to rekey and assign new keys to all appropriate users.

5. Access Monitoring and Privacy

I acknowledge that card access activity may be logged and reviewed for security, safety, audit, or investigative purposes in accordance with UNLV policy. Access records are confidential and used only for authorized purposes.

6. Violations and Enforcement

I understand that violation of this agreement or UNLV's Access Control Policy may result in:

- Revocation of access privileges
- Disciplinary action under UNLV employment, student conduct, or academic policies

7. Certification

By signing below, I certify that I have read, understand, and agree to comply with this user agreement.

Name (Print): _____ **Department / Program:** _____

Status: ☐ Employee ☐ Student ☐ Contractor/ Vendor **NSHE ID Number:** _____

☐ Other _____

Signature: _____ **Date:** _____

Appendix E: Key Request and Approval Workflow

1. Request Submission

- Requests must be submitted through FM's Key Request System.
- Requests must include justification, duration of access (if temporary), and supervisor approval.

2. Department Approval

- The Key Approver/Department Authority reviews and approves or denies the request.

3. FM Review*

- The FM Helpdesk reviews the request and approval, then creates a work order. That work order is provided to Access Services to fulfill the request.

*** Note: If the request is not approved by the assigned approver, a work order is not made and the Access Control shop is not able to take action on the request.**

4. Access Services Review

- Access Services verifies eligibility, compliance, and availability.
- Requests for master keys, sub-master keys, or sensitive spaces may require additional approvals.
- Access Services reserves the right to deny any request, due to the key type or other concerns. We will provide basic information on why the request was denied. If you need additional information, please call Access Services.

5. Issuance

- Keys are issued in person upon identity verification and acknowledgment of agreement from Appendix D. Access credentials will be updated, and a confirmation email will be sent to the requestor.

6. Tracking and Inventory

- All issued keys are logged in the Access Services system.

Appendix F: Card Access History Search and Approval Procedure

Requesting a Search

Purpose

The following information establishes the process for requesting, approving, and conducting a search of card access history for a specific room or secured space. Such searches are limited to legitimate business, safety, security, audit, or investigative purposes and must comply with applicable privacy and data protection laws. This includes safeguards for data protection and restricts access to data sharing to authorized UNLV offices, such as the University Police Department (UPD), Facilities Management, Human Resources, or the Office of General Counsel, or as required by law. All access monitoring activities must comply with applicable privacy laws and regulations, including FERPA, HIPAA (where applicable), and relevant state of Nevada statutes.

Scope

This procedure applies to all requests to review card access logs for FM-controlled spaces, including classrooms, laboratories, offices, and restricted areas equipped with card access.

Authorized Reasons for Access History Searches

Access history searches may be requested only for the following purposes:

- Investigation of suspected security incidents (e.g., unauthorized entry, theft, or vandalism)
- Facilities Management maintenance or system troubleshooting
- Requests from (UPD), Office of General Counsel, or other authorized University authorities

1. Request Submission

- Requests must be submitted through the designated Access History Search Request Form (Rebels@Work).
- Requests must include:
 - The requestor's name, title, and department
 - Requested area's building name and room number(s)
 - Date and time range requested
 - Specific reason and justification for the request
 - Any related incident or case number (if applicable)

2. Departmental Approval

- Department requests must be approved by the area's Dean or department appointing authority
- Approval confirms the request is legitimate, necessary, and aligned with departmental policies

Data Retrieval and Handling

3. Log Retrieval

- Access history searches are conducted only by Access Services and provided in Excel format through email of the requestor

4. Confidentiality

- Access history records are confidential and may only be shared with approved recipients
- Records may not be redistributed, copied, or retained outside approved University systems

Denial of Requests

5. Requests may be denied if:

- The purpose is not authorized or sufficiently justified
- Required approvals and/or data is missing
- The request violates privacy, employment, or data protection regulations

Appendix G: Access Levels - How-to Guide

Background

Access levels are used within the Access Control system to efficiently assign door access permissions to groups of users with similar operational needs. Rather than assigning access on a door-by-door basis for each individual, access levels combine a predefined set of doors, buildings, and, where applicable, time schedules into a single permission group.

Access levels are typically established based on a user's role, department, and/or job function. This standardized approach allows multiple users requiring the same access privileges to be assigned a single access level, reducing administrative effort, improving consistency, and minimizing the potential for errors.

For example, an access level may be created for all faculty members within a specific academic department, providing access to the department's offices, classrooms, and common support spaces. Similarly, Facilities Management may establish access levels for custodial staff, maintenance technicians, or on-call personnel, with each level providing access appropriate to their assigned responsibilities.

By grouping doors and buildings into an access level, administrators can grant or modify access through a single assignment rather than processing multiple requests for individual doors. This streamlines common access requests, simplifies onboarding and role changes, and promotes a consistent, role-based approach to campus security while adhering to the principle of granting only the access necessary for an individual to perform their job duties.

Access Level Examples:

1. Administrative level: Small department in a larger building: Access to main entrances, elevators (if using card readers), break room, conference room, and department entrance.
2. Department manager: Level 1 plus all remaining doors in the department.
3. Department student: Access to some doors in the department during restricted hours (ex. Monday through Friday 8:00am-5:00PM).
4. Maintenance staff (FM): Access to most doors in the building
5. Custodial staff (FM): Access to doors serviced by team and custodial closets.

Exceptions to Creating an Access Level

No special personal access levels will be authorized in a person's name. For example, "John Smith" with an access level that is specific to one person will not be created.

They are meant for functional use as a position type; administrative level, supervisor level, manager level, etc.