



Policy Title: **Key and Building Access Control Policy**

Brief Description:

Effective Date: December 2019

Approved by: Dean's Office

Last Reviewed/Updated: December 2019

Applies to: CAP Students, Faculty and Staff

The buildings and facilities of the CU Denver College of Architecture and Planning (CAP) are available for general use by University employees and students for educational purposes.

Keys

All employees who have authorized access to the building are expected to request and be responsible for their own key(s), and to have on their person their own key(s) in order to unlock doors where and when they are authorized. CU Denver staff, maintenance, and security personnel are not authorized to unlock doors for individuals when proper identification cannot be provided. CU Denver staff, maintenance, and security personnel must be able to verify assigned access for entry. Duplication of keys by anyone other than Facilities Management is prohibited.

Procedure for Obtaining Campus Keys

Any employee requesting a key(s) must obtain approval from their department chair or supervisor with final approval from the Building Proctor. When approved, the appropriate key(s) will be made by and the requesting employee will be notified when to pick up the key(s).

Key Responsibilities

Personnel to whom keys have been issued are responsible for:

- Completing and signing a key-request record and for every key issued.
- Maintaining possession and security of any and all keys issued.
- Immediately reporting loss or theft of keys to Facilities Management.
- University issued keys may not be given to any other person(s) in order to gain access to facilities at CU Denver. Specifically in the College of Architecture and Planning,

individuals may not “loan” their keys to another person for access to labs, offices, storage, or any other key controlled points of access.

Returning Keys

Upon leaving employment at the College of Architecture and Planning, all faculty and staff are required to turn in all university keys to the Facilities management and must notify the Building Proctor.

Additional Key Information for Temporary or Part-Time Faculty

- Upon completion of the semester, adjunct faculty are required to turn in all university keys to Facilities Management or the Building Proctor. Keys may be reissued at the start of the following semester if the faculty member is re-employed.
- Temporary or part-time faculty who have not returned their key(s) may have their teaching contracts delayed for the following semester.

University ID Cards

Full-Time University employees and students are eligible for an Official University Identification Card upon hire or enrollment at the University of Colorado Denver.

Others associated with the University of Colorado Denver may be issued an Official University Identification Card with proper verification of identity and sponsorship by a University department. Individuals receiving this departmentally paid sponsorship will be issued an Official University Identification Card in order to access University services and facilities or to perform work on behalf of the University.

Intended Use of the Official CU Denver University Identification Card at the College of Architecture and Planning

1. The cardholder is responsible for the care and safekeeping of the ID Card.
2. The University ID Card is intended for use as an electronic identification, validation, and authentication credential for authorized access to services and facilities.
3. The University ID Card may not be given to any other person(s) in order to gain access to facilities at CU Denver. Specifically in the College of Architecture and Planning, individuals may not “loan” their ID card to another person for access to labs, offices, storage, or any other ID controlled points of access.
4. The ID cardholder is responsible for replacement if a card is lost, broken or stolen. Lost cards must be reported to the Facilities Management.
5. ID cards must be encoded when first issued or if access status changes. ID encoding is done at the beginning of each semester by the Operations Coordinator.

Key Card Building Access Policies

CU Building Access

Non-Restricted Building Access:

Monday – Friday 6:00am – 8:00pm

Saturday 7:30am – 5:00pm

Sunday – Closed

Restricted Building/Lab Access (After-Hours):

Monday-Friday 8:00pm – 6:00am

Saturday 5:00pm – Monday 6:00am

After-hours access is permitted for all CAP staff and permanent faculty. After-hours access is permitted for all CAP graduate students enrolled in courses. After-hours access is permitted for undergraduate students that are enrolled in a CAP Studio course. Students not enrolled in CAP courses may not have after-hours access.

Students have access to the computer labs in the current semester in which they are enrolled. Students enrolled in fall will have access through the fall semester. If the student is registered for the spring semester, access will be turned on the first day of spring semester.

Students who plan on using the CAP labs between semesters must sign a waiver. There are separate waivers for the computer and fabrication labs. See Mike Haring for computer lab waivers and see Matt Gines for all fabrication lab waivers.

Access to the CAP computer and fabrication labs is restricted to CAP students, faculty and staff only. For safety reasons, we ask that you not open the door for anyone.

You must have your student ID with you when you are in the building. University policy also restricts use of CU Denver ID cards to their owner; therefore, students may not lend their IDs to anyone else, including other students.

After-hours access is a privilege and may be revoked if students do not follow appropriate procedures or disobey instructions from security person.

ID Encoding: Students who have new ID cards must fill out and submit the online ID Encoding Card Form to have their ID encoded for building access. This will only need to be done once. To use the form go to the Student Resources page on the CAP website and click on Policies + Forms, then click "ID Encoding for Building Access": https://forms.ucdenver.edu/secure/cap_id_card_encoding

For questions about card encoding, please see Kerri Clarke (kerri.clarke@ucdenver.edu) at the CAP reception desk on the 2nd floor.