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.