CGU Key and Electronic Access Policy and Procedures

Purpose:

To establish standards for the management of keys and electronic door access at Claremont Graduate University (CGU). This Policy is intended to enhance safety and security; especially for areas that need to limit access due to concerns for physical security, confidentiality, or high-valued items.

All CGU faculty, staff, and students are issued keys and/or assigned electronic door access to buildings and spaces as required in the performance of their duties. Contractors and vendors performing work on CGU property also require key and electronic door access in performance with their contract. Acceptance of keys or delegation of electronic access from CGU obligates persons to follow this Policy.

Responsibility for the issuance of CGU keys and electronic door access is managed by the department of Facilities and Auxiliary Services.

Scope:

This policy applies to all CGU faculty, staff, and students. This policy also applies to contractors and vendors requiring keys and electronic door access in the performance of their contract.

Policy:

Key Control

a. The issuance and monitoring of keys are conducted by the Facilities department.

b. Facilities manages the keying of doors in partnership with The Claremont College Services (TCCS) Lockshop.

c. Keys issued to contractors or vendors must be returned to the Facilities Office daily.

d. Long-term loan requests shall be approved by the AVP of Facilities and Auxiliary Services.

e. Employees shall be granted building access on a maximum three-year renewable term.

f. Students shall be granted building access on a renewable semester by semester basis. Keys may be renewed by the sponsor from the requesting program or department.

Key Holder Responsibilities

a. Faculty, staff, and students must personally sign for their individual keys upon issuance at the Facilities Office located at 146 E. Foothill Blvd., Claremont, CA 91711.

b. Keys shall not be transferred from user to user.

c. Keys shall be returned to the Facilities Office when an employee separates from CGU, transfers departments, or no longer requires the use of the key(s).

d. Human Resources shall collect keys from terminated employees to be returned to the Facilities Office for inventory.

e. Students shall return keys to the Facilities Office at the end of their last registered semester.

Lost or Stolen Keys

a. Lost or stolen keys shall be reported to the Facilities Office immediately by calling extension 77765 or by sending an email to cgu.facilities@cgu.edu.

b. In the event a CGU key is lost or stolen, the area(s) impacted will be assessed and re-keyed as necessary to re-establish security of the compromised area(s).

c. In the event a key issued to a contractor or vendor is lost or stolen, the contractor or vendor shall reimburse CGU the cost of rekeying the impacted facilities to re-establish security of the compromised area(s).

Electronic Door Access Control

a. Electronic door access is installed in select campus buildings to reduce the number of keys issued and to enhance campus security through the centralized management of access privileges and locking of buildings and specific interior spaces.

b. All active student, faculty and staff identification cards are enabled for card swipe access to academic buildings during designated hours.

    i. The door schedule for buildings with card readers is managed by Facilities.

    ii. 24/7 access is reserved for authorized faculty and staff.

Electronic Access Card Holder Responsibilities

a. CGU faculty, staff, students, contractors and vendors are responsible for safeguarding their CGU identification cards.

b. CGU identification cards shall not be transferred from user to user.

c. CGU faculty and staff shall return their identification cards to Human Resources immediately upon termination of employment.

d. Human Resource shall notify Facilities of the name and date of terminated employees to

remove all electronic access permissions.

e. Supervisors shall notify Facilities when employees are transferred to new locations requiring new electronic access permissions or the removal of existing permissions by completing a Building Access Request Form.

Lost or Stolen ID Cards

a. Lost or stolen ID cards must be reported immediately at: http://cards.cuc.claremont.edu, or by contacting card services at 909.607.2273. The cost of replacement cards is the responsibility of the card holder.

b. Lost or stolen ID cards must also be reported to Facilities by calling extension 77765 or by sending an email to CGU.facilities.@cgu.edu.

Building Access Request Authority

a. The authority to request a key is relative to the level of access afforded a particular key; thus building entry keys require a higher level of approval than individual interior office or department keys.

b. Vice Presidents shall approve all access requests for their areas of responsibility.

c. Approval of the issuance of building entry keys is at the discretion of the AVP of Facilities and Auxiliary Services.

Building Access Request Procedures

This section applies to both key and electronic access requests (e.g., building access)

a. The issuance of keys and delegation of electronic access are managed by the Facilities Office.

b. Prior to submitting a building access request, the individual must possess a CGU identification number and receive an identification card from TCCS Card Services.

c. To request access to CGU campus buildings and administrative and departmental houses, individuals shall submit a **Building Access Request Form** via airSlate. The following information is required to be provided within the airSlate form:

   i. Supervisor's name and email address.

   ii. Building(s) for which access is requested.

      1. One form per building is required for multiple building requests.

   iii. Start date for access request.

   iv. End date for access request.

   v. Vice President's name and email address.

d. Key requests for students must be completed by a sponsor of the department or program in which they are enrolled.

e. All building access requests must be submitted at least five (5) business days in advance of the access start date.

f. Depending on the nature of the access request, the Facilities Office will determine whether keys, electronic access, or a combination of both shall be granted.

g. Final approval of Building Access Requests is granted by the AVP of Facilities and Auxiliary Services.

Approval Signatures

Step Description	Approver	Date
Final Approval by CGU President	Len Jessup: President [EW]	08/2022
Cabinet Member Approval	mary ann rodriguez: Vice President And Chief Financial Officer	07/2022
Policy Owner Approval	lindsay lease: Director of Facilities and Auxiliary Services	07/2022