



Canada's Capital University

Policy Name:	Card Access to Buildings and Labs
Originating/Responsible Department:	Department of University Safety
Approval Authority:	Senior Management Committee
Date of Original Policy:	Fall 1991
Last Updated:	August 2017
Mandatory Revision Date:	August 2022
Contact:	Director, University Safety

Policy:

Carleton University is committed to providing services that will enhance the personal safety of students, faculty/staff, and visitors on the University campus. The University is also committed to reducing the incidents of theft and damage to property through effective security methods. To this end, some academic and administrative buildings, when secured after normal business hours, can only be entered by use of access cards. Certain computer labs and other work areas (classrooms) on campus are also secured and are accessible after normal working hours, with the use of an access card. Designated areas of Residence on campus are controlled by access card at all times - 24 hours per day/7 days per week.

Scope:

This policy pertains to all members of the Carleton University community and shall be applied consistently throughout all University-owned buildings and work areas. The card access system will be actively monitored on a 7/24 basis by the Department of University Safety (DUS).

Buildings and Areas Affected:

Any card access system being installed on campus must conform to the standards and recommendations made by DUS and will be installed by Facilities Management and Planning (FMP), or under the supervision of FMP. Systems that do not meet the specifications identified i.e. rogue systems will be removed or standardized at the expense of the department using them. FMP will also be responsible for the provision/alteration of any door hardware required for card access installation.

Opening and closing times for academic and administrative buildings will be determined by the Building Authorities in consultation with DUS and are subject to change based on occupancy/usage and time of year.

Hours of operation and eligibility for access to access controlled labs will be determined by the respective Department. Access cards are issued by the Campus Card Office and/or DUS, depending upon user type and requirements for access.

Access to designated areas of the Residence complex is restricted to those persons who have been assigned accommodation by the Department of Housing and Conference Services and support staff required for the maintenance and operation of the facilities.

Terms and Conditions:

Buildings and Labs:

1. Issue of access cards/permissions will be restricted to persons having a valid reason to enter buildings or labs outside the normal working/building hours.
2. In most cases, permissions for users will be automatically determined and programmed on their respective Campus Card based on class registration (students) or employment status (employees). Users other than students or faculty/staff must obtain approval/complete an Affiliate Application Form seeking authorization prior to becoming eligible for a Campus Card/access card.
 - *Refer to the DUS website for further information on the Affiliate Application Form and process for campus card authorization/issuance.*
3. Campus Cards/access cards remain the property of Carleton University and are not transferable.
4. Campus Cards/access cards for faculty and staff will remain valid indefinitely and will provide their means for access until termination of employment.
 - *Affiliate access permissions are valid for up to one year and may only be renewed with sponsor authorization.*
5. Access rights/permissions issued to students for the purpose of lab and building access will terminate following any one of the following conditions:
 - student withdrawal from course registration;
 - end of academic term; or
 - sanction imposed by Director of Student Affairs, Academic Department (Dean) or the DUS (Director or designate).
6. Access for students requiring continued lab and building access must be authorized by the Department concerned for the control over the area so requested.
7. Lost, stolen, or damaged Campus Cards should be cancelled immediately through Carleton Central or reported immediately to the Campus Card Office. Lost, stolen or damaged access cards must be reported immediately to DUS (Patrol Services). A replacement card may be issued once a report has been filed with DUS - a replacement fee will be applied.
8. Equipment malfunctions (i.e.: electronic card readers, magnetic locks, electric strikes, door contacts, etc.) should be reported to DUS (Patrol Services) in order to properly dispatch/coordinate timely repairs with FMP. Reports can be made 24 hours per day. In the event of equipment malfunction and upon furnishing proper identification, DUS staff may grant authorized persons access to the building or lab.

Housing:

1. The Department of Housing and Conference Services issues cards to residence students and conference guests to designated residence rooms - some building (perimeter/floor) access is also controlled through Campus Card access as administered by the Department of University Safety. Issued access cards and programmed Campus Cards are programmed to be valid for

periods determined by the Department of Housing and Conference Services, according to the specific nature of the requirement for access.

2. Access cards issued by the Department of Housing and Conference Services remain the property of Carleton University and are not transferable. Access cards must be returned to the Department of Housing and Conference Services when contract period (use) expires. Lost, stolen, or damaged cards must be reported immediately to the Department of Housing and Conference Services. A fee will be assessed for replacement of such cards.
3. Equipment malfunctions (i.e.: electronic card readers, magnetic locks, electric strikes, door contacts, etc.) should be reported DUS (Patrol Services) in order to properly dispatch/coordinate timely repairs with FMP or the Department of Housing and Conference Services. Reports can be made 24 hours per day. In the event of equipment malfunction and upon furnishing proper identification, staff from the Department of Housing and Conference Services and/or the DUS (Patrol Services) may grant authorized persons access to the building.

Procedures:

Procedure for Installation of a Card Access System:

The DUS (Technical Services Unit) will be the single point of contact with the University community/clients for any safety and security needs on campus. The DUS Technical Services Unit will perform a building security survey and will provide consultation with the client to propose a security solution.

Should the security solution identify card access as a requirement, the DUS will develop a building security plan and will then meet with FMP and Information Technology Services (ITS) to evaluate options and develop the design of the card access solution, with estimated cost which will be provided to the client and will be inclusive of hardware, cabling, electrical, communications, and labour costs.

DUS will provide a quote back to the client and seek approval/funding for the project from the client. Upon approval and receipt of funding from the client, DUS will coordinate the installation of access control equipment and door hardware with the FMP and ITS.

Once the installation work is completed by FMP, DUS shall be responsible for the commissioning and administration of the card access system and will coordinate maintenance/service when required with FMP and ITS. FMP will be responsible for the commissioning and the maintenance of the access control equipment and door hardware.

Departments or clients requiring specialized alarm response/monitoring for secure facilities (labs) may be assessed a monthly monitoring fee by DUS for this service. Constant door-held alarms will be considered nuisance alarms and will be assessed a false alarm charge for any DUS Patrol Services officer response to restore the system.

Procedure for Obtaining an Access Card:

DUS is responsible for the overall management and administration of the card access system on the Carleton University campus.

Departmental Administrators or designates, as defined by respective departments/clients, may be granted some delegated authorities by DUS to grant access rights/permissions to persons(s) requiring access to their facilities (buildings/labs).

Individuals interested in obtaining an access card must have approval from authorized personnel in the respective Department and the Department concerned must associate the appropriate permissions in the card access management system for each individual requesting access with their Campus Card or requesting an access card.

Where DUS will be responsible for card issuance/granting access permissions, the Department or Building Authority concerned must complete an Affiliate Application Form/card access requisition for each individual for whom a card is required. The form must have an appropriate authorization signature (i.e. the Department Administrator or her/his designate). This form must then be forwarded to DUS – DUS must be in receipt of the authorization form before an access card can be issued.

- Copies of the Affiliate Application Form and Card Access Requisition Form are available on the DUS website at <http://www.carleton.ca/safety>.
 - *Affiliate access permissions are valid for up to one year and may only be renewed with sponsor authorization.*

Contacts:

Director, University Safety

Related Links:

Card Access System Standards - <https://carleton.ca/technicalservices/security-systems/>