UNIVERSITY of WISCONSIN-GREEN BAY

BUILDING HOURS AND ACCESS
POLICY
OP-29-21-10

I. PURPOSE

This policy establishes official hours for all University buildings and outlines access to those buildings after closing, with an additional purpose of improving safety of students and employees working alone.

This policy establishes operational standards and procedures to be followed by both departments and individuals to enhance access control and the protection of University resources.

II. DEFINITION

Access Devices: Any electronic device used to provide access to an area through non-mechanical means such as a magnetic swipe or proximity circuit.

Authorized Key Holder: An individual who has requested and been approved to possess a key which provides them access to an area or resource.

Blue Pass - An official non-transferable blue-colored authorization card issued by the appropriate university authority which allows unsupervised student access into specific areas (labs, studios, etc.) while campus buildings are open. Students are issued a blue pass upon verification they meet the guidelines set forth in this policy.

Key: in the traditional sense, a non-electronic mechanical tool used to operate and open a lock.

Lock box: a small code activated device which houses a key or access device that provides access through a secured door or into an adjacent secured area.

Secured Status: a door or area in which access is effectively controlled; such as a door which is closed with the lock activated or an electronic door in which the electronic contacts are made.

III.   POLICY

A. Building Hours

1. Academic Buildings
    a) Monday through Sunday,6:00AM to 11 :00PM
    b) Buildings will be locked at 11 :00 PM. Students and employees will be allowed to remain in buildings until midnight to complete university business.

2. Student Support/Non-Academic Buildings
    a) Includes: Cofrin Library, Weidner Center for the Performing Arts, Kress Events Center, University Union, Housing Community Center, Shorewood Building and Facilities.
    b) These buildings employ building managers and will be staffed during their individual hours of operation. Departments or programs responsible for building operations willalso be responsible for ensuring the building has appropriate staffing.
    c) General building hours are established to meet the needs of the services and programs offered in these buildings.

3. Notification of Building Hours
    a) Building hours will be posted on entry doors of the University buildings open to the public.

4. Extended Hours
    a) For specific reasons (e.g. final exam week) extended building hours can be approved.A request for extended hours must be made to Public Safety no later than two weeks prior.
    b) Legal Holidays
        i.   Buildings are closed on all legal holidays

B. Building Access

1. University employees (faculty, staff, LTE's, student employees,etc.) in buildings after hours.
    a) After-hours access for University employees requires approval by their Academic Dean or Director or his designee.
    b) University employees will provide University identification to Public Safety staff upon request.

2. University students in buildings after hours
    a) The university does not allow students in any Academic or Non-Academic buildings past the hours of operations, as described above, unless the student is working with a faculty or staff member who has approved after-hours access. For safety reasons, students are encouraged to prioritize work and complete it during normalbusiness hours. This ensures that students are working when others are present in the building.

      i.   In rare circumstances, Public Safety can approve unsupervised student access after-hours (ex. time sensitive experiments/events, required curricular activities, etc.) The request must come from the appropriate faculty member or Director detailing the date(s), time(s), location(s) and general description of activity.

      ii. Students refusing to leave a closed building may be subject to referral to the Dean of Students and may be issued a citation for violating UWS Chapter 18.07(2) "Closing Hours".

3. Unsupervised access to Labs, Studio's, etc. during building hours of operation:

    a) Two or more students may perform unsupervised work together in Labs, studio's, etc., if all members of the group have blue passes as authorized below under Section C.

C. Working in Isolation (University of Wisconsin System Administrative Policy 620 [Working in Isolation](#))

1. Individuals conducting hazardous operations or using hazardous chemicals or materials within campus laboratories, studios and workshops, research facilities or similar environments ordinarily should not work in isolation. Those performing maintenance or repair of equipment or campus property involving hazardous operations, chemicals or materials ordinarily should not work in isolation. At least oneother individual who is knowledgeable of safety equipment and can come to the aid ofthe worker should be visible or audible range. This policy does not supersede activities that have more stringent requirements such as permit required confined spaces. Individuals may work in isolation if they receive explicit written approval from the person in charge of the work. Written approval may be granted if the person in charge of the work had done the following:

    a) Conducted a hazard analysis to assess the work area to identify potential or existing hazards, determine if the hazards can be mitigated, and decide whether such activities should be closely monitored, restricted or disallowed.

    b) Implemented procedures and corrective actions to eliminate, minimize or control hazards when individuals are working in isolation.

    c) Assessed and documented the requirements for emergency equipment, emergency aid, and a means of obtaining emergency assistance based upon the nature and degree of the exposure to the hazard.

    d) Ensured emergency aid and communications systems are available and compatible with work assignments. This includes providing an effective communication system between any individual who works in isolation and person(s) capable of assisting the individual.

    e) Ensured a point of contact is aware of the individual's location and the time frame they will be at the location while working alone.

    f) Ensured the individual understands and is fully trained on emergency procedures.

    g) Educated and trained (document training) the individual on all safety procedures, practices and protocols which include:

        i.   Adherence to appropriate measures established for working in isolation;and

        ii. Awareness of the hazards and the methods used to control or eliminate them

so work can be performed safely.

      h) Evaluated safety measures on a regular basis to ensure that the practices are applicable, effective, compliant and in consideration of any new changes in work tasks or operations.

      i) Ensured incidents and injuries are reported immediately to the person in charge of the work.

      j) Ensured all incidents are investigated, corrective action taken when necessary anddocumented.

      k) Developed a system, such as after-hour permits or permission forms for undergraduate students, to prevent untrained persons from gaining access to laboratories and other hazardous locations within campus buildings.

D. Access Control

  1. The University recognizes that technology is constantly evolving and this policy provides direction as it navigates from traditional methods of access control to more modern and flexible options, such as electronic computerized locks. The use of door locks and access control devices control access as necessary and enhance security.

  2. All University employees shall adhere to [UWS Chapter 18](#) (Conduct on University Lands).

  3. Keys or access devices are University property and are issued to specific people or departments. All employees are required to adhere strictly to UWS 18.08(6). Violations of this Administrative Code may result in citation and / or employee discipline.

      a) Issued Keys are non-transferrable between both individuals and departments.

      b) Issued Keys shall be returned to University Police upon request or when no longer needed by a specific authorized user.

      c) Authorized individuals or their supervisors are prohibited from internally transferring possession of keys or access devices.

      d) Lockboxes shall be used to secure any area when there is a need to have more than 5 keys in circulation, and it is not equipped with an electronic lock.

      e) Unless authorized by the Chief Administrative Officer, only University employee's may be issued keys.

  4. Any authorized individual who possesses a key or access device accepts the responsibility for the key or access device and its use. All authorized individuals will reasonably safeguard the key or access device from unauthorized use, duplication, or loss.

      a) Employees may be responsible for any damage or loss occurring as a result of third party access using a lost, stolen or loaned key or access device.

      b) Any key or access device which is lost, stolen or otherwise known to be unaccounted for shall be reported to University Police as soon as practical by the responsible employee or any supervisor when notified.

  5. Authorized individuals who are issued keys or access devices which provide broad access are to be exceptionally vigilant with their safeguards. It is best practice that such keys and access devices are secured in the authorized individuals work area and not removed from University lands.

6. Use of Lock Boxes
    a) Any authorized individual who is provided a code to access a lock box shall not disclose this code to another, except when authorized.
    b) Authorized users and department supervisors are responsible for ensuring lock boxes in their area are secured, including the changing of access code periodically or as necessary to present unauthorized access.
    c) Lock boxes will contain a specific key or access device into a specific secured area, to control key access.
    d) Lock boxes provide authorized individual reoccurring but temporary access to a specific area. Authorized individuals shall not remove the key or access device from the immediate area and shall promptly return the same to the lock box once they have fulfilled their access needs.

7. The use of keyed locks is centrally controlled and closely monitored by University Police, Facilities Planning and Management. **No individuals or departments may use any keyed lock without approval from these departments.**

8. The use of electronic locks is facilitated by University Police, in coordination with Information Technology, Facilities Planning and Management. No individuals or departments may install or deploy electronic access control without approval from these three departments.

9. The use of locks on desks, pieces of equipment, lockers, or similar such storage devices are exempt from this prohibition.