

ADMINISTRATIVE POLICY

Building Access Policy

Originally issued:

August 1, 2019

Current version effective as of:

August 1, 2019

**Approval Authority: Vice Chancellor for Administration**

**Responsible Administrators: Assistant Vice Chancellor for Plant Operations**

**Director, Card Services**

**Responsible Office: Division of Administration**

**Policy Contact: Card Services, Plant Operations Key Shop**

POLICY STATEMENT/REASON FOR POLICY

The In the interest of providing the Vanderbilt University community with a safe environment to learn, teach, live, and work, the University limits and controls keys to University facilities and spaces. Keys and locks to University facilities and spaces are the property of Vanderbilt University, and should be obtained and managed in accordance with this procedure. The specific purpose of this procedure is to ensure that keys are issued only to appropriate persons and for appropriate reasons; to define the responsibilities of University key holders; and to provide for the responsible care of keys held by key holders. Keys are managed according to the risk that would be presented by the key being lost, missing, or stolen.

THIS POLICY APPLIES TO

This procedure applies to all students, faculty, staff, vendors, suppliers, designers, consultants, and contractors accessing University controlled areas. However, this procedure does not include card access locks, keys for leased space, Vanderbilt University Real Estate held properties, rental housing units, or construction sites wholly controlled by a contractor.

CONSEQUENCES OF NON-COMPLIANCE

Failure to comply with this policy may result in loss of privileges and/or performance action, up to and including termination of employment.

POLICY

To limit and standardize building access to Vanderbilt University buildings, the university has designated Card Services and Plant Operations as the exclusive source for card and key facility access. No other card access system may be used, nor may any locks be installed that are not sourced through Plant Operations. All keys and access control devices are the property of Vanderbilt University.

PROCEDURES

The Building Access Procedure is posted on the Card Services website and the Plant Operations website, respectively:

* Card Services: <https://www.vanderbilt.edu/cardservices/access/access.php> (note that VU login is required)

Plant Operations [<https://www.vanderbilt.edu/plantops/Keycontrolprocedure.php>

FREQUENTLY ASKED QUESTIONS

FAQs related to this policy are outlined here. [write FAQs]

ADDITIONAL CONTACTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Contact/Position** | **Office** | **Phone** |
| **Card Access** | **Manager** | **Card Services** | **(615) 322-2273** |
| **Key Access** | **Assistant Director of Operations**  | **Plant Operations** | **615 322 8110** |
|  |  |  |  |
|  |  |  |  |

RELATED POLICIES/DOCUMENTS

**University Policies**

Vanderbilt University ID Card Policy

University Policy – End of Employment

Plant Operations Policies and Procedures – Key Control Standard Operating Procedure

Plant Operations Policies and Procedures – Key Control User Guide

HISTORY

**Issued: July 1, 2019**

**Reviewed:**

Comment

**Amended:**
Comment

***Disclaimer****: The policies and procedures that guide employment practices are intended to assist in consistent administration and compliance.  Vanderbilt reserves the right to modify its policies and practices, in whole or in part, at any time.  Revisions to existing policies and procedures, and the development of new policies and procedures, will be made from time to time at the discretion of the University.   When new policies are implemented or existing policies are revised, the University will notify members of the University community as soon as practicable.  However, where differences occur, the most recent policy as reviewed and approved by the University will take precedence.  The policies and procedures do not create a contract, implied or expressed, with at will employees at Vanderbilt.*

KEYWORDS

Access

Building Access

Facility Access

Card Access

Key

Lock

VU ID Card

Procedures Website

The Building Access Procedure is posted on the Card Services website and the Plant Operations website, respectively:

* Card Services: <https://www.vanderbilt.edu/cardservices/access/access.php> (note that VU login is required)

Plant Operations <https://www.vanderbilt.edu/plantops/Keycontrolprocedure.php>

FAQ Website

Notes