Building Access Control Policy from BFA Assembly – 9.21.23

1) A new building access policy is currently being finalized for campus. Previously campus did not have a consistent set of guidelines or process. The policy will:
   a. Set expectations for how the University of Colorado Boulder manages and monitors access to all campus buildings.
   b. Implement consistent guidelines to address safety and operational concerns.
   c. Establish a “Key Liaison” approval process.

2) Part of the policy establishes Building Access Control Committee (BACC) that will be charged with making the following decisions:
   a. Which buildings will have public access and determining open hours for those buildings.
      i. Most academic buildings will have open public access hours.
   b. Designation of “Special Use” buildings, which, upon approval, may set their own public access hours.
   c. Creating consistency on campus for building safety with main goals being:
      i. Minimize use of manual action (physical keys) for exterior doors.
      ii. Leverage the use of electronic access doors that can be controlled remotely in response to access requirements and emergency needs.
   d. Committee membership includes: CUPD, Infrastructure & Sustainability (Facilities Management), Academic Affairs, and Student Affairs.

3) Norms*:
   a. Public access to classroom buildings will be during business hours (7:30am – 5:30 pm).
   b. CU faculty, staff, & students will have Buff One Card access from 7am-10pm.

FAQ's

- **When will the new “Open-Closed” protocol go into effect?**
  o The new time protocol of 7:30 am-5:30 pm goes into effect Sunday, September 24, 2023

- **Can certain buildings request slightly different hours based on class schedules and staffing?**
  o Yes, for example the Math Building (houses Gemmil Library) and the Law Building (with library and law clinic hours) are examples of buildings that have unique hours.

- **Can departments provide all faculty with 24-7 Buff One card access?**
  o Yes – request with Key Liaison/Building proctor
  o If you have difficulty locating your key liaison/building proctor please contact:
    - Facilities Management, Operations Control Center at: 303.492.5522

- **Will prior access preferences that were previously established on Buff OneCards remain in place?**
  o Yes. Additionally, students can be given 24/7 access to certain buildings if requested (ie: the Engineering Center has provisioned 24/7 access to students for study and lab use.

- **How should CU affiliates needing special access to a specific building gain access?**
  o Affiliates/POI's are asked to contact their building proctors, key liaison, C-CURE operators or department chairs to request the authorization/access.

- **How does this impact campus buildings with broad public access?**
  o University Libraries, the Recreation Center and the UMC publish their respective hours on their websites.

- **Do exceptions for events have to go through BACC?**
- No. The normal event approval process in place does this automatically.

- **How will students, staff, and faculty be informed?**
  - There will be targeted and broad communications planned by campus
  - [CUBT September 20, 2023 – Building access hours changing](#)

  **Campus Building Access webpage information**

*Notes on norms: Not all buildings are standard classroom buildings (see list). More flexibility will be provided to administrative, research, and special use facilities (For example a research building with higher security might have card access only).*