**In emergency access situations where the individual does not have a CU BuffOne card.**

Real Estate Services (RES) will allow this type of access on very rare and in emergency situations. The individual has to be escorted to the site by someone from Access Services.

If the individual comes into the RES office:

1. Ask if there is any possibility that they will need access in the future and follow the procedure below. The individual will still need to be escorted and if he/she will need access in the future, RES will get submit a BuffOne Card request for them. Steven Stasica will provide approval.
2. Contact Access Services at 303-492-6609; notify of situation; ask if anyone is available to escort the individual / technician to the site.
3. Make a copy of the individual’s photo ID (preferably a work ID and driver's license).
4. Create a work order for the request including:

* Title: Site Name and Location e.g. STAD – Escort to AT&T Antenna Site
* Individual/Technician's name
* Individual/Technician’s phone #
* Supervisor’s name
* Supervisor’s phone #
* Site name and location
* Company name
* Issue requiring response
* Estimated time needed to complete work

1. If the individual goes straight to Access Services, Access Services will call RES. Ask them to let you talk to the individual to perform the steps as if they were in the RES office. Ask Access Services to make a copy of the person's IDs and email to RES at firstname.lastname@Colorado.edu.

**For routine, non-emergency access:**

1. Generally granted for routine maintenance access.

2. If the request is related to a new installation or changes to an existing installation, access should be granted and managed through the project manager of Facilities Management/Planning, Design, and Construction.

3. General Information to tell requestor:

4. Cards take 24-48 hours to activate, RES cannot grant building access until the BuffOne Card is activated.

5. Access Services has a list of which card and key access is needed for each site.

6. Hard keys need to be checked out from Access Services and returned immediately after work is complete (if done on a weekend, must be turned in on Monday morning}

7. Card access must be granted by RES by emailing Access Services (Amaury Batista at [Amaury.Batista@Colorado.edu](mailto:Amaury.Batista@Colorado.edu), or call 303-492-7048). RES can grant access for any period of time.