

Policy #	AD-304	Revision #	1
Accessibility level	A	Effective date	27 April 2015

1. Purpose and Definitions

Access control is a major part of a University wide program that aims to protect university facilities and equipment, as well as students, staff members and the general public. University access policies deal with access to campus, parking lots, and all other university venues such as labs, classrooms, theaters, etc.

- 1.1. As University staff members hold keys to their respective work areas, every key holder is responsible for adhering to the policies and procedures set forth in this document in order to:
 - Maintain the security of all University buildings and facilities.
 - Ensure the smooth efficient running of daily University operations.
- 1.2. Although classrooms are generally left unlocked, all labs as well as some venues are usually kept locked using electronic locks and may only be accessed using access cards. The following policies address dealing with keys as well as those access cards.

2. Keys/Cards Policy

- 2.1. Ownership: All keys and access cards to Fahad Bin Sultan University facilities are the property of the University. The Facilities Management Unit (FMU) is the sole authorized custodian of all university keys. Access cards, meanwhile, are managed by the IT Center.
- 2.2. Authorization: The installation, exchange, or removal of locks shall be performed solely by the FMU upon written and approved service requests. Unauthorized locks are prohibited on all University doors and will be promptly removed and discarded if found. Damages or repairs resulting from the removal of unauthorized locks will be the responsibility of the perpetrator found in violation of this policy.

Faculty members receive keys/cards for their offices, classrooms, and labs, as needed to complete their contracted duties. Keys/cards must be promptly returned at the end of the semester or whenever that duty is completed. Any person found in unauthorized possession of keys and/or access cards will be subjected to strict disciplinary action in line with the University's code of conduct.

2.3. Administration:

- 2.3.1. Being responsible for the overall administration of the campus key system, the FMU. is responsible for the following:
 - Installation and maintenance of all interior and exterior door keys and cores.
 - The copy and issue of all keys.
 - The establishment of policies and procedures to govern the issue and control of all keys.

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- Maintaining and updating key information records for all university facilities.
- 2.3.2. Being responsible for the overall administration of the access lock system, the IT department is responsible for the following:
- Management of all interior and exterior access locks.
 - The distribution of access cards.
 - Establishment of policies and procedures to govern the usage of those locks.
 - Maintaining and updating access records for all university facilities.
- 2.4. Receiving Keys: Office keys may only be received from the FMU. Every individual who receives a key should sign a key holder agreement which clearly states:
- Basic rules pertaining to lost, broken, and replacement keys, stated herewith.
 - Basic rules pertaining to returning office keys upon moving to another office or termination of employment.
- 2.5. Receiving Access Cards:
- To receive an access card, a faculty member fills out the specific form, gets the needed signatures from his/her college, and delivers it to the IT for processing.
- 2.6. Lending & Borrowing of Keys: Users are not allowed to lend their Keys/access cards to anyone. The holder is ultimately responsible for his key/card as well any misuse/damages at the corresponding venue at the pertinent time.
- 2.7. Duplication: Duplication or reproduction of keys/cards by anyone other than the Facilities Management Unit is strictly prohibited.
- 2.8. Worn Out or Broken Keys: Worn-out or broken keys/cards will be exchanged upon return of the defective key. Unreturned or thrown away keys/cards will be treated as lost.
- 2.9. Lost Keys: Lost keys/cards must be promptly reported. A reported lost card is cancelled and a replacement is issued upon formal request from dean of the college. A lost key/card may be replaced at a fee set by the University administration and paid directly by the key holder or simply deducted from his salary or end of employment payment. The process should be initiated by filling out a Lockout/Lost Key form signed by the department/unit head. In case of a justified Emergency, FMU can act directly and inform the concerned department later on.
- 2.10. Key and Lock Repair: Malfunctioning Keys, cards, and locks will be repaired/replaced upon filing and submitting an online service request. In case of intentional misuse, the cost of the lock and key may be charged to the key/card holder's account. A special report to that effect will be sent from the Facilities Management Unit to the Administrative Affairs Office for processing.

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2.11. Returning Keys/Cards:

- Access cards must be returned to the IT at the end of the assigned period or semester. Failure to return the access card may result in administrative measures including delay of payment.
- Keys must be returned to the Facilities Management Unit in case the key holder is moving to another office, or to process final his/her clearance.
- A fee (set by the University administration) will be deducted for unreturned office keys.

2.12. Access to Individual Offices: Access to any occupied office is restricted to the occupant of that office. Should service staff or any member of the FMU team need to enter an occupied office, the occupant must be informed in writing or by email before entering that office. In case of emergency, FMU staff may enter an office without the prior permission of its occupant, and inform him/her later on in writing or by email of the circumstance that led to entering the office in question.

2.13. Access Policy Violations: The following acts are examples of violations of the key policy:

- Loaning Keys/access cards.
- Transfer of keys without authorization.
- Duplication of keys.
- Altering keys, locks, or mechanisms.
- Damaging, tampering with, or vandalizing any university locks or hardware.
- Propping open secure doors.
- Admitting unauthorized individual(s) into a university building, office, classroom, or lab.
- Failure to return a key/card when requested by the Facilities Management Unit, or upon leaving the university.
- Failure to report missing or stolen keys/cards.

2.14. Lockout Policy: It is the responsibility of University staff members to keep their keys/cards with them when leaving the office. If someone gets locked out, he/she must contact the FMU/IT to allow him/her in. Any delays incurred due to such lockout are the sole responsibility of the key/card holder. In case someone gets locked out of his/her office, he/she must contact his/her officemate first. Facilities coordinators and assistants cannot be interrupted to unlock office doors. In case the officemate is unreachable the office may be unlocked at a flat lockout fee determined by FBSU for each lockout. The process should be initiated by filling out a Lockout/Lost Key form signed by the department/unit head. In case of a justified Emergency, FMU can act directly and inform the concerned soon after.

2.15. Service Personnel: Personnel of the FMU are issued keys for assigned work areas only. Keys will be issued on a daily basis and returned at the end of each work shift

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to be verified by the supervisor. Permanent assignment of keys to personnel of Facilities Management will be made in cases of need, determined and authorized by the director of the FMU. Keys issued for high security areas must additionally be authorized by the respective Dean, Assistant to the Provost, or the Acting President.

2.16. Master Keys: Master keys and Master access cards pose serious security risks if lost or misplaced; hence they must be closely controlled.

1. Access to a copy of the master keys/access cards strictly limited to:
 - The President.
 - The administrator of the access lock system.
 - The Acting Director of the FMU or assistant taking his place.
 - The Maintenance Supervisor.
 - Any person specified by the President upon an explicit written request.
2. Cleaning Supervisors and Service Department Supervisors may have access to sub-master keys to the areas under their supervisions and control.
3. To minimize the risk to the university:
 - Master/sub-master keys/access cards should not leave university property.
 - Master keys (access cards) shall be kept in a locked safe box at the Facilities Management Unit (IT Department) office at all times.
 - Access to the safe box is granted to the Director of the Facilities Unit, his assistant in case the director is on leave, and the Maintenance Supervisor
 - Master keys/access cards are issued on a need-to-use basis and must be returned promptly to their proper storage location.
 - Master keys/access cards are issued directly to the authorized individual and no one else
 - Master keys/access cards must be returned by the authorized individual who received them in the first place and no one else
 - The copying of master keys or sub-master keys is strictly prohibited without an explicit written approval from the Provost, or his assistant for administrative affairs. Offenders will be subjected to the fullest extent of the University's code on misconduct and a fine determined by FBSU.
4. In case a master key/access card is lost, it must be reported immediately to the Administrative Affairs office. An investigation shall be conducted immediately, and a report sent to the higher administration within 24 hours of the incident.

3. Venue Access Policy

Access to University campus is limited to those who:

- Show their ID at the point of entry
- Show proof of completed vaccination dosages as set by the relevant authorities.

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- Have their body temperatures checked at the gate and exhibit no symptoms of the flu.
- Keep their masks on at all times while indoors.

3.1. Parking Lots

The University has made available a number of parking lots on and off campus. While parking at the off campus lots is free of charge and is available to all, parking on campus may only be accessed by those who have applied for and received their parking permits.

- Parking permits are issued and managed by Campus Security and are subject to renewal on a yearly basis.
- Permits are issued for individual cars, and may not be transferred, lent, or sold. Violators will have their parking permits revoked, and may face further disciplinary action and/or fines.
- Parking permits must be prominently displayed on the car windshield. Cars with no permits will eventually be removed with owners subjected to disciplinary action or fines.
- Each car may occupy a single parking spot. People taking up multiple spots will be warned and asked to park their cars properly. Repeat offenders may have their parking permits revoked.
- On campus student parking: accessible to students who have paid for and received their parking permits.
- On campus Faculty/Staff/Visitor parking:
 - Accessible to Faculty and Staff members who have applied for and received their free parking permits.
 - Accessible to visitors who have received their free temporary parking permits at the front gate.
 - Not accessible to students

3.2. Classrooms & Labs:

Classrooms and labs are only accessible to registered university students and staff. Labs are normally kept locked outside meeting hours and may only be accessed and used under supervision.

Access to labs is controlled by the lab instructor or lab supervisor through access cards. Access cards are supplied and managed by the IT department.

3.3. Theaters:

Theaters may be accessed for various purposes, from seminars, to training, to student plays, functions, and various activities.

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Theaters must be reserved in advance by contacting the Public Relations (PR) office to prevent conflicts.

Food and drink are normally prohibited inside theaters. Repeat offenders may be forbidden from future access.

3.4. Sports Center:

Patrons must show their IDs to enter the building. The Sports Center is normally open to students, Faculty, Staff members, and approved invited guests. The Sports center is managed by the Assistant to the Dean for Student Affairs.

It is open to males, females, and AIS school kids. Depending on who is using the facility, access to the building may be restricted to some. Males may not enter the building when used by females, and vice versa. On the other hand, university students and/or staff will be restricted from accessing the facility when used by the school kids.

4. Related Documents

- 4.1. Key Holder Agreement Form (AD-301-F1).