

1.0 GENERAL

The following procedure has been developed to ensure the safety and security of students, faculty, and staff at Cal Poly (University). The safety and security of the University's physical space and assets is a shared responsibility of all members of the University community. To meet this obligation, the University has established this procedure in support of the University's efforts to maintain a safe and secure campus while providing necessary access to campus facilities. Access control privileges are determined and assigned by University Administrators and Facilities Management and Development based on the specific needs and requirements of the University.

2.0 DEFINITIONS

Access Control – Control of entry/exit to an area by any means (mechanical or electronic).

Access Control Key – Any device used to gain entry and/or exit to a controlled system, including traditional metal keys or any electronic means of access.

Access – The ability to enter a University space by means of a traditional metal key or any electronic means of entry.

Mechanical Room – Any space that houses any sort of mechanical and/or electrical equipment supporting the building. This includes any and all HVAC, air handling, fire control, electrical, boiler, pump, sprinkler, fire pumps, telecom, etc.

Nonassignable Area – Any space in a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building. This includes building services, including restrooms, custodial, circulation, and mechanical, which are used to support the building's general operation.

University Facilities – All buildings owned, rented, leased by, or under the control of the University including residence halls and student activity buildings; all structures owned, rented, leased by, or under the control of the University, such as parking garages, stadiums and trailers; and temporary facilities and structures located on University property.

3.0 PROCEDURE

All keys and access control devices for University Facilities are the property of the University. Access Control Keys issued become the individual's responsibility until termination of employment or the granted access to an area is no longer needed. Keys are assigned to individuals and shall not be passed along to other departmental personnel, or person hired to replace a departing employee.

The Facilities Operations Key Shop is responsible for the issuance and management of the campus master key system. All keys must be checked out in person with an authorized key card and a photo identification card. All key request cards must be signed by the appropriate dean, department head or his/her designee. Authorizing signatures must be on file at the Key Shop.

University departments and units are required to manage all keys and access control devices held by their employees. This includes the possession, issuance, and storage of all Access Control Keys. The employee will be accountable for the collection of all issued keys and access control devices and submission to the Key Shop upon termination of employment.

Ref. [CAP 334.2 Campus Locks and Keys](#)

3.1 MECHANICAL ROOMS

Building mechanical rooms are critical control points for the various systems that regulate power and other utilities for the campus. The purpose of this procedure is to provide guidelines for safe work practices due to the inherent dangers and potential hazards associated with various types of complex equipment inside mechanical rooms. The potential for serious incident resulting in injury and/or property damage requires that this procedure be strictly enforced.

Only Facilities Management and Development senior management may authorize access to building mechanical rooms.

Due to the complex equipment inside mechanical rooms, only authorized University personnel, and/or authorized contractors hired by the University, shall have access to or shall enter these rooms. Distribution of key access to these areas will be managed by the Facilities Operations Key Shop.

All doors entering mechanical rooms are to be locked at all times. If a situation arises where the doors need to be left open, a designated employee shall be required to stand watch until the doors can be secured.

Any work performed on building systems (electrical, plumbing, ventilation, etc.) by contractors requires advance approval from Facilities Management and Development senior management.

Departments are prohibited from usage of mechanical rooms for purposes other than its designated use. Storage is not permitted in these areas.

3.2 NONASSIGNABLE AREA

Nonassignable areas are managed and maintained by Facilities Operations for the general operation of a building. Only Facilities Management and Development senior management may authorize access to nonassignable spaces. Departments are prohibited from usage of or access through nonassignable spaces for specific use. Assignable rooms may be accessed from a corridor or other assignable room only.

4.0 CONTACT INFORMATION

Facilities Customer & Business Services

Phone: 805-756-2321
Fax: 805-756-6114
Email: facilities-cbs@calpoly.edu

Hours of operation:
8:00 a.m. - 5:00 p.m.
Monday - Friday
Location: Building 70, Downstairs

Facilities Operations Key Shop

Phone: 805-756-5220
Fax: 805-756-7753
Email: keyshop@calpoly.edu

Hours of operation:
7:30 a.m. - 12:00 Noon; 12:30 p.m. - 4:00 p.m.
Monday - Friday
Location: Building 58, Room 103

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