

Leeward Community College

Facilities Access Control Policy and Procedures

Policy Number: L10.901

Effective Date: April 14, 2022

Review Date: April 14, 2027

L10.901 Facilities Access Control Policy and Procedures

I. Purpose

Leeward Community College (Leeward CC) is committed to the health and safety of its faculty, staff, students, and visitors and in maintaining a safe, secure, and efficient learning and working environment. The primary objective of the Facilities Access Control Policy and Procedures is to balance the goal of maximum utilization and access to facilities with the need to control such utilization and access for the express purpose of; 1) enhancing the personal safety for members of the campus community and, 2) minimizing potential loss or theft of property. This objective is supported through responsible access privilege control mechanisms for all campus-controlled facilities.

II. Related Policies

- [State of Hawaii, Department of Human Resources, Flexible Working Hours Policy No. 502.005](#) (PDF)

III. Definitions

- A. FACPP - Facilities Access Control Policy and Procedures
- B. VCAS - Vice Chancellor of Administrative Services
- C. EAC - Electronic Access Control
- D. EAC Credential - Any electronic access control card, fob, or mobile credential.
- E. Mechanical Key - Metal key
- F. User - Authorized users shall include Leeward CC employees, agents, officers, contractors, vendors, clients, designated guests, and other approved personnel.
- G. Protected Space - Any room, area, or asset equipped with a mechanical locking device and/or electronic access control equipment designed to restrict unauthorized use or access.

IV. Scope/Applicability

The FACPP is applicable to all

- Current and future sites, buildings, facilities, and other assets under the operational jurisdiction of Leeward CC,

- Mechanical and/or electronic access control systems installed in new construction or as part of any major or minor repair and maintenance project, and
- Users, as defined above, affiliated with Leeward CC.

V. Policy

The FACPP will be used to promote and maintain the, a) safety and security of building occupants, b) protection of college assets, and c) security of college records and data. The FACPP and accompanying policy, in and of itself, is not meant nor intended to provide the sole means to secure the campus. Rather, the FACPP is to be used in conjunction with other security measures and systems (video surveillance systems, intrusion detection systems, etc.) in order to provide a comprehensive approach to campus safety and security.

VI. General Guidelines

- A. All mechanical keys and EAC credentials are the property of Leeward CC.
- B. The VCAS has overall responsibility for granting access to Leeward CC facilities, issuance of all mechanical keys and EAC credentials, and the designation of related duties.
- C. The Facilities Use office is responsible for the overall administration and implementation of the mechanical key and EAC systems.
- D. Mechanical keys and/or EAC credentials may be issued to Leeward CC employees, contractors, clients, guests, and other approved personnel.
- E. In general, students and/or student employees shall not be issued mechanical keys and/or EAC credentials. An exception by the VCAS (or designee) may be granted on a case-by-case basis.

VII. Facilities Access Control Responsibilities

- A. Facilities Use Responsibilities
 1. Coordinate the installation, maintenance, and service of all openings protected by mechanical key and/or EAC that is meant to secure Leeward CC assets.
 2. Coordinate the issuance of mechanical keys and EAC credential.
 3. Maintenance of accurate records and controls to provide accountability for all mechanical keys and EAC credentials issued.
 4. Establishment of policies and procedures that govern the issuance and control of mechanical keys and EAC credentials.
- B. Division/Unit Responsibilities
 1. Each division chair/unit head is responsible for designating a Coordinator (generally the division secretary) who shall be in charge of key control for their respective division/unit.
 2. Request mechanical keys and/or EAC credentials for users assigned to their division/unit.
 3. Collect mechanical keys and/or EAC credentials from users upon their termination, retirement, transfer to another division/unit, or when no

longer required. Return collected mechanical keys and/or EAC credentials to the Facilities Use office.

4. Immediately report lost or stolen mechanical keys and/or EAC credentials to Campus Security and Facilities Use.
5. Securely maintain positive control and accountability of mechanical keys and/or EAC credentials assigned to the division/unit.
6. Beginning on May 1 of each year, conduct an annual review of all mechanical keys and/or EAC credentials issued to all Users in the division/unit. Submit annual review results to the Facilities Use office by June 30 of each year.
7. Upon demand, coordinate in-person audit/verification of issued mechanical keys and/or EAC credentials to be conducted by the VCAS (or designee).
8. If a mechanical key and/or EAC credential is not returned, lost, or unaccounted for, the division/unit will be responsible for all expenses related to rekeying and/or reprogramming all mechanical key and/or electronic access control protected openings affected.

C. Individual User Responsibilities

1. Assume responsibility for the safekeeping and appropriate use of all mechanical keys and/or EAC credentials issued.
2. Mechanical keys and/or EAC credentials are to be only used by the originally assigned User and shall not be loaned or transferred to any other individual.
3. Users are strongly encouraged to leave issued mechanical keys and/or EAC credentials in a secure location during non-working periods.
4. Users are responsible for any guests they allow into a protected space after Office Hours (see section XVII.C. below).
5. When terminating employment from Leeward CC, all issued mechanical keys and/or EAC credentials shall be returned to the division/unit coordinator.
6. When transferring to another division/unit within Leeward CC, all issued mechanical keys and/or EAC credentials shall be returned to the division/unit Coordinator prior to any new mechanical keys and/or EAC credentials being issued for the new assignment.
7. Turn in any found mechanical keys and/or EAC credentials to Campus Security.
8. Report unauthorized persons or suspicious activities to Campus Security immediately.

VIII. Mobile EAC Credentials

As a convenience to Users, Mobile EAC Credentials may be available to be issued to certain Users. The Mobile EAC Credential would be issued in addition to a physical EAC credential. Not all EAC credentials in use throughout Leeward CC are compatible with Mobile EAC

Credentials. Authorized EAC Users in areas where Mobile EAC Credential readers are in use may be given the option to request for a Mobile EAC Credential. Mobile EAC Credentials work with modern versions of Android or iOS Smartphones. It is not a requirement to use Mobile EAC Credentials. Using Mobile EAC Credentials is optional and Users who participate in this option are responsible for providing their own compatible smartphone and data service.

IX. Key Request and Authorizations

The Key Request Form is available on the Leeward CC Intranet website. This form shall be used to request mechanical keys and/or EAC credentials. The completed Key Request form will be electronically routed to the respective dean or division chair, including an automatic notification to the division/unit Key Coordinator.

X. Key Identification

For the purposes of mitigating potential security vulnerabilities in the event of a loss or theft, tags, labels, stickers, keychains, attachments, markings, and any other forms of identification that refer to Leeward CC, or a specific building/room at Leeward CC, or in any way indicates the purpose of the mechanical key and/or EAC credential, shall not be attached to the key.

- A. The use of key identifiers (typically color-coded rubber bands that wrap around the head of the key), key caps, key covers, and other similar non-permanent “covert” identifiers are permitted for use but must be removed completely prior to returning mechanical keys.
- B. The only identifying marks on the mechanical key and/or EAC credential shall be the manufacturer markings and VCAS (or designee) approved nomenclature markings.
- C. Any other forms of defacing, etching, labeling or markings on mechanical keys and/or EAC credentials are not authorized. Any faculty or staff member found to violate this provision of the policy may forfeit their access control privileges and will impose upon their division/unit the appropriate fees related to cleaning and/or replacement of vandalized mechanical keys and/or EAC credentials.

XI. Key and Electronic Access Card Fees

- A. If a User’s mechanical key and/or EAC credential is lost, stolen, or vandalized, the following fees may be assessed to the division/unit who initially endorsed the User. The division/unit may seek reimbursement from the User:
 1. \$100.00 - Per Door with Mechanical Door Lock (This includes rekeying of the one lock core and one new mechanical key. Additional mechanical keys may need to be replaced/reissued at \$10.00 each depending on how many other Users have the same key that was lost or stolen.)
 2. \$25.00 - Per Physical (card or fob) EAC Credential
 3. \$20.00 - Per Mobile EAC Credential
 4. \$125.00/hour - (Minimum 1-hour charge, per incident) Lock and EAC System Contractor’s hourly labor rate to rekey locks and/or reprogram the EAC system.

5. \$25.00 - Per mechanical key or EAC credential returned to the Facilities Use office that requires cleaning to remove labels, stickers, adhesives, markings, or other forms of vandalism.
- B. Users will not be charged for initial issuance of mechanical keys and/or EAC credentials.
- C. Non-functional or worn keys or electronic access cards will be replaced at no charge.
- D. Defective keys or electronic access cards should be sent to the Facilities Use office for disposal.

XII. Key Transfers/Loaning Prohibited

Keys or electronic access card transfers are strictly prohibited. Users found in violation of this policy may have their access privileges revoked. Campus Security is instructed to immediately confiscate issued mechanical keys and/or EAC credentials from Users found in violation of this policy.

XIII. Key Control and Inventory

Each division/unit is responsible for the mechanical keys and/or EAC credentials issued to Users within their division/unit. Each division/unit shall maintain and document their own internal inventory of mechanical keys, EAC credentials, and the assigned Users. The Facilities Use office shall maintain an inventory of all mechanical keys and EAC credentials issued. Key control inventory inquiries should be directed to the Facilities Use office.

XIV. Key Issuing Guidelines

For security and division/unit control purposes, we recommend that the following key and electronic access card issuing guidelines be implemented:

- A. Deans and Division Chairs: EAC credential with access to external door(s) leading to office suites and own office, if applicable; mechanical key for own office.
- B. Faculty and Staff: EAC credential with access to external door(s) leading to office suites, own office, classroom(s), if applicable; mechanical key for own office; mechanical key for each classroom (each classroom is keyed differently).
- C. Lecturers: EAC credential with access to external door(s) leading to office suites, own office, classroom(s), if applicable; mechanical key for own office. Division/unit coordinator will designate whether mechanical keys will be issued to classroom(s).

XV. Unauthorized Duplicating/Replacing of Keys

Duplicating, replacing, or tampering with mechanical keys, EAC credentials, or any part of the manual or electronic locking mechanism(s) by any individual, external agency, company, or private business without the written authorization of the Leeward CC Facilities Use office is strictly prohibited.

XVI. Temporary Keys/EAC Credentials – Contractors, And Service Providers

- A. Contractors: During normal Office Hours, Operations and Maintenance will be responsible for issuing keys or providing access to contractors. For contractor access that occurs outside of normal Office Hours, Operations and Maintenance will notify Campus Security of the work scheduled to be performed and Campus Security will be responsible for issuing keys or providing access.
- B. Service Providers: Campus Security will be responsible for issuing keys or providing access to contractors that are designated as “Service Providers.” See Attachment 3 for a list of all current “Service Providers.”
- C. Operations and Maintenance and Campus Security are to follow prescribed internal procedures for issuance of contractor key sets.
- D. For Automotive, Theatre, Culinary Arts/Cafeteria Facilities: Generally, these units control their own facilities and hire their own contractors. As such, they are responsible for providing contractor access to their facilities unless the contractors are designated as “Service Providers.”

XVII. Building Schedules and EAC Credentials

- A. Each campus building may have its own schedule for opening and closing external doors as determined by the appropriate dean, division chair or coordinator.
- B. Academic, administrative, and student support units, to include academic division administrative offices, will be open for “Office Hours” from 7:45 a.m. until 4:30 p.m., Monday through Friday excluding holidays and designated break periods.
- C. The State of Hawai'i Policy No. 502.005 has defined “Office Hours” as the following: “the hours during which a government office is open to transact public business. For most offices, the hours are from 7:45 a.m. to 4:30 p.m., Monday through Friday, unless otherwise provided by executive order.”
- D. When the building is closed, the electronic door locks will automatically engage. On Saturdays, Sundays, and holidays, most buildings will be scheduled closed, unless special events are scheduled which require use of specific buildings/rooms. Special event requests for the EAC system must be pre-arranged through the Facilities Use office at least 10 business days in advance of the event and shall be noted on the applicable Facilities Use request form.
- E. Users in the building after Office Hours are required to have their EAC credential and government issued identification on their person to allow entry and exit of the building under non-emergency conditions.
- F. In the event of an emergency (i.e., fire alarm), the electronic access card system may automatically unlock all EAC protected spaces. An EAC credential is not required to exit the building.

- G. For the Pearl City campus, curfew is at 11:00 p.m. nightly and the campus must be cleared of all personnel and vehicles by that time unless previous arrangements have been made (i.e., special events, theatrical performances). All electronic locks will be rendered inoperable at that time. Electronic locks will remain inoperable until 4:00 a.m. Access to electronic door locks from 11:00 p.m. until 4:00 a.m. is by mechanical key only. Please contact Campus Security at the Wai'anae Moku and Campus Security at the Wahiawā Product Development Center for the latest curfew hours for these campus locations.

XVIII. Classroom Opening and Closing Procedures

- A. Campus Security is responsible for ensuring specific doors identified per the daily facility use listing and other public use areas may be unlocked prior to the start of each day.
- B. Campus Security is responsible for ensuring that all exterior doors to all buildings are secured at the end of each day, regardless of the day or time, including weekends.
- C. Campus Security will use and refer to the Facilities Use List as the guiding document when opening and securing classroom doors.
- D. If an exterior classroom door is not opened during Office Hours, the faculty or staff member should contact their division's/unit's office for assistance in opening the classroom door.
- E. In the event that the division's/unit's office is not able to respond to the request for opening the classroom door, the faculty or staff member should contact the Campus Security Supervisor (808-455-0611 or x611 if using a campus telephone) for assistance.
- F. The faculty or staff member will be required to provide identification and sign a security log form that will indicate the time, date, division/unit, and classroom number to which the individual was provided access.

XIX. Office and Other Rooms Opening and Closing Procedures

- A. Opening and securing offices and other rooms that are not classrooms is the primary responsibility of the individual, unit head, coordinator, or division. During normal Office Hours, faculty and staff are to contact their unit head, coordinator, or division should they need to gain access.
- B. In the event that the faculty or staff member is unsuccessful in contacting their unit head, coordinator, or division during normal Office Hours, they should contact the Campus Security Supervisor (Pearl City: 808-455-0611 or x611 if using a campus telephone; Wai'anae Moku: 808-454-4711 or x711 if using campus telephone) for assistance. After verification of identification of the faculty or staff member, Campus Security will only open the office door for that specific faculty or staff member – no other doors will be opened.
- C. The faculty or staff member will be required to sign a security log form that will indicate the time, date, division/unit, and room number to which the individual

was provided access. Securing the room and its contents is the responsibility of the faculty or staff member, unit head, coordinator, or division.

XX. Administration of Electronic Access Card System

- A. The EAC system will be administered and maintained by the Facilities Use office with technical support provided by the Information Technology Group (ITG). ITG's responsibilities will include supporting EAC network infrastructure and computer system maintenance, to include the coordination and installation of system hardware and software upgrades, as necessary. ITG is not authorized nor is responsible for opening and securing doors.

XXI. Electronic Access Card Database

Control of information related to the EAC database is considered confidential and will be restricted to authorized individuals. Only the Chancellor and VCAS (or designee) will have access to generate usage reports from this database.

XXII. Attachments

Attachment 1 – Key Request Form

Attachment 2 – Primary Points of Contact


Attachment 3 – Service Providers

Campus Approvals

Campus Council approval date: April 8, 2022

Chancellor approval date: April 14, 2022

Attachment 1 – Key Request Form



UNIVERSITY
of HAWAII
OFFICE

**LEEWARD COMMUNITY COLLEGE
MECHANICAL KEY & ACCESS CONTROL CREDENTIAL FORM**

This application form shall be used by all individuals requesting or returning mechanical key(s) and/or an access control credential. The applicant must return issued mechanical keys and access control credentials to the Enterprise Operations Office upon termination of employment or when no longer needed. Incomplete forms may be cause for this application to be rejected.

SECTION A: APPLICANT'S INFORMATION

I am: (choose one) *

Requesting NEW key(s) and/or an access control credential

Requesting REPLACEMENT key(s) and/or an access control credential

NAME: (Database Lookup) Q	WORK EMAIL:	PHONE NUMBER: * ###-###-####
JOB TITLE: *	EMPLOYMENT TYPE: * ---	TODAY'S DATE: * []

NOTE = Enter the name of the DIV/DEPT REPRESENTATIVE who will be responsible for tracking the status of this application. Generally, this would be the Dept. secretary/clerk or equivalent. Application updates will be sent to this person. --> --> -->

DIV/DEPT REPRESENTATIVE NAME: *
Q

Attachment 2 – Primary Points of Contact

Facilities Access Control Policy and Procedures

Primary Points of Contact

Last Update: Fall 2022

	If Using Cell Phone or Outside Phone	If Using Campus Phone
Campus Security – Pearl City Campus Security – Wai‘anae Moku	808-455-0611 808-454-4711	611 711
Enterprise Operations - Facilities Use Office	808-455-0558	558
Operations and Maintenance	808-455-0463 or 808-455-0462	463 or 462
Arts and Humanities Division Office	808-455-0350	350
Business Division Office	808-455-0344	344
Language Arts Division Office	808-455-0330	330
Math and Science Division Office	808-455-0251	251
Professional Arts and Technology Division Office	808-455-0300	300
Social Science Division Office	808-455-0360	360
Wai‘anae Moku	808-454-4701	701
Vice Chancellor of Administrative Services	808-455-0213	213

Attachment 3 – Service Providers

Facilities Access Control Policy and Procedures

Service Providers

Last Updated: Fall 2022

Service Provider	Description of Service
Johnson Controls, Inc. (JCI)	Issue JCI Key Ring For air conditioning system, cooling tower, chillers
Island Signal and Sound (ISS)	Fire alarm system
Hawaiian Electric Co. (HECO)	Electrical vaults, transformers
Island Pacific Distributors (IPD)	Keying system
Schindler Elevator	Elevators in AM, Campus Center, Learning Commons, and Theatre buildings
Alaka'i Mechanical	Boiler in Campus Center basement
Heide & Cooke	Stage Lift in Theater
AAA Fire	Fire equipment
Cummins Pacific	Emergency generator; BS 1 st floor electrical room