Applies to:	Original Policy Date:	Date of Last	Approved By:
All Florida Tech Employees & Students	April 30, 2021	**Review:** June 2023	Ryan Petersen

Access Control and Visitor Policy

The Access Control office, including the university Key Shop, is responsible for maintaining all mechanical and electro-mechanical locks on university premises.
The Department of Security is responsible for providing visitors to campus temporary ID's, temporary parking passes and the documentation of all visitors.

Policy Owner: Department of Security

Policy Purpose

This policy defines responsibilities and outlines procedures for regulating access to Florida Institute of Technology assets and facilities.

access credentials. The *Locksmith* ensures the credentials are returned/deactivated at the end of the temporary assignment. Temporary credentials are not to leave campus and should be returned to the *Department of Security* each day.

Outside parties responsible for the loss of issued hard keys must report the loss to the Department of Security immediately. This may result in re-keying costs to the outside parties.

On-Campus contractors (National, Barnes & Noble, ELS, etc.) and tenants will be assigned access credentials under the supervision of the *Department of Security* with approval from a *Dean or Vice President.*

All access credentials will be picked up and dropped off at the Department of Security; only the person to whom the keys are assigned may retrieve them.

Levels of Authorization

Hard Keys – Locksmith
- **Building Master Key:** Will operate all doors

Place, to receive a temporary visitor ID, which must be worn at all times while on campus. Guests who bring a vehicle to campus will require a temporary parking pass, also available by visiting the Security office. During the day, parking is free for guests and visitors. However, they will receive a placard that must be displayed on their windshields. All visitors are expected to observe Florida Tech's parking regulations.

Faculty and Staff Guests

All Faculty and or Staff Guests must be escorted by the Florida Tech Faculty or Staff member while on campus. Guest conduct must not interfere with the educational environment or mission of the institution.

Residential Student Guests (https://www.fit.edu/reslife/university-housing-living-guide/)

Hosts and their guests are expected to adhere to the rules and regulations of the

Visitors under the age of 18

Visitors under the age of 18 who are not currently registered Florida Tech students are not permitted on campus unless the minor is accompanied by a Florida Tech community member, or the minor is authorized to attend a Florida Tech program, sanctioned event, admissions visit or other campus visit.

Presence in classrooms is strictly limited to students enrolled in the course and/or visitors with a legitimate academic purpose.

<u>Others:</u>

Shipping and Receiving/Delivery Services (USPS, UPS, FedEx, etc.)

These entities are not considered Visitors/Guests and therefore are not subject to this policy.

Contractors/Vendors (facilities approved/established)

All established, Facilities approved contractors/vendors do not need to check in with security unless requiring room access. In instances where access is required, the established contractor/vendor must report to [Security,](#) located at the Security Welcome Center, 3126 Panther Place, to receive contactor/vendor access

operation of the lock via a temporary hard key until it is repaired. This occurs rarely, and only with approval from the *Director of Security.*

Emergency keying may be implemented by the Director of Security under certain conditions which require ***all*** access in a given area be removed from ***all*** persons to ensure complete and total safety. In the event emergency keying is initiated, only the Director of Security can designate those receiving temporary emergency access credentials.

Construction keying will be utilized for new construction and capital projects only (buildings not yet under University occupancy). Construction locks are not part of the University master key system and are intended for contractors use only. In-house projects and smaller scale renovations will maintain their keying in the University master key system, assuming it does not create a safety or security concern to the occupant(s), and locks will only be changed in the event a key is not returned upon completion of the job.

Keys are never to be stored on campus unless inside a secure container approved and registered with the *Locksmith.* Any department having such a container registered must also designate someone as the responsible party for the secure container and its contents.

At no point can any member of the campus community be assigned multiple credentials providing access to the same space(s).
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Keys remain the property of the University at all times and must be surrendered upon request by the *Department of Security or Locksmith.*

Enforcement

Missing hard keys usually result in re-keying of all affected locks, the cost of which will be borne by the department by which the key was authorized to be issued.