



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.25, Electronic or Keyless Locking Systems

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish standards and guidelines for the use and selection of electronic or keyless locking devices on facilities. This HSC OP shall apply to all TTUHSC campuses.

REVIEW: This HSC OP will be reviewed on September 1 of each even-numbered year (ENY) by the Managing Director of Facilities Operations, coordinated with Directors of Facilities Operations for Abilene, Amarillo, Dallas, Lubbock, Midland and Odessa, with recommendations for revision forwarded to the Vice President for Facilities and Safety Services by October 15.

POLICY/PROCEDURE:

1. General Policy.

a. In accordance with HSC OP 61.24 (Key Control) and 61.26 (Hardware Standards), Facilities Operations (FO) is responsible for the management of all locking systems to all TTUHSC facilities. Standards and programs have been established for the control and issuance of keys (e.g., access control), development of keying systems, standardization of hardware, and maintenance programs for the upkeep of these systems. Installation of systems other than those approved in the standards, or deviation from the standards may occur only with the approval of the Vice President of Facilities and Safety Services and under the guidelines set forth in this HSC OP. Keyless entry is desirable where accountability mandates additional security considerations.

b. Requests for various types of electronic or keyless locks for campus facilities have prompted Facilities Planning, Design and Construction TTU PD, and Facilities Operations to analyze the available options for the selection and use of these devices. It is imperative that these devices do not replace the existing key and locking systems, but supplement them.

They are not intended to supplant the role of the Police in maintaining security. They may be used in isolated areas of high-security requirements or in areas where doors are normally locked, but still require high-volume traffic. All installations require review and tentative approval by the TTUHSC Fire Marshals and appropriate design professionals in Facilities Planning Design and Construction, with final approval given by Facilities Operations to ensure compliance with any relevant Code or Standards requirements.

c. Locking systems have been selected which will jointly serve departmental, security and operational requirements. Requests to install keyless entry systems will be limited to standard items manufactured to integrate and conform to existing institutional systems. All new installations must conform to guidelines established by The Americans with Disabilities Act and Architectural Barriers Texas Accessibility Standards (TAS 9102) and other appropriate regulatory requirements.

2. Requirements for Installation.

a. Any new electronic or keyless system must co-exist with the existing keyway system. The existing keyway system will remain functional for service, facilities, housekeeping, police, and emergency access.

- b. The TTUHSC Facilities and Safety Services through Facilities Operations or FO Lockshop will stock spare parts or will have vendor sources available for quick delivery. Facilities Operations or FO Lockshop will be the only departments authorized to stock or order these items.
- c. The installation and maintenance of the devices shall be on a departmental charge basis when installation will be primarily for the convenience of the department and will be a departure from the standard locking devices adopted for campus use. Facilities Operations or the FO Lockshop will install or supervise the installation of such devices on TTUHSC facilities. Therefore, any electronic locking device installed that is not in compliance with this TTUHSC OP will be removed and confiscated by Facilities Operations or the FO Lockshop. If such a device is confiscated and was purchased and/or installed with University funds, confiscated devices will be retained by FO or surplus for disposal and not returned to the department responsible for obtaining the device outside the scope of this policy.
- d. All requests for installation of electronic locking devices will be submitted to FO department via online service request at the WebRaider Portal as a new construction/remodel request or work order system and shall be limited to those devices as specified below. Devices to be installed in new construction or renovation projects shall be selected from this group. The Managing Director of FO and Directors of Facilities Operations shall have the authority to approve/disapprove the use and installation of these devices and any proposed deviation from this HSC OP.
- e. In order to maintain control and audit the security of TTUHSC facilities, the TTU PD will program or reprogram all access control. Reprogramming will be on a departmental charge basis. Repairs and modifications to these systems will be coordinated and completed by TTU PD and FO. FO and PD will have full functional access to the system/program in order to maintain and make appropriate repairs and/or modifications to these systems.
- f. Proximity readers are the only acceptable forms of security and keyless entry devices. No touch pad devices will be considered. FO will review any and all biometrics request associated with and utilizing the approved system on a case-by-case basis.
- g. Outside vendors will not be permitted to install, maintain or program any system without written authorization from TTU PD and/or the Directors of FO.

3. **Systems Description.**

Proximity readers that provide access when a key fob or dual technology ID card is placed in the area of the device are the only acceptable device. (FO will review any and all biometrics request associated with and utilizing the approved system on a case-by-case basis.) Cost will be greatly influenced by the availability of spare programming point capacity in existing panels and the physical availability of systems to the location being considered for keyless entry. All security and keyless system expansions will utilize Software House/C-Cure Products on all TTUHSC Campuses; unless already on another preapproved and installed system. Any campus utilizing an alternative preapproved system will make the transition to the University's common approved system when feasible and financially prudent.