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## Policy Information

**Effective Date:**

December 3, 1996

**Policy Number:**

Bus-100

**Responsible Unit:**

Facilities Management

**Phone:**

(520) 621-3000

## Purpose and Summary

The purpose of this policy is to ensure:

1. The health and safety of University personnel and the public;
2. The security and integrity of equipment, systems, and materials contained within any restricted area;
3. The efficient and effective operation and maintenance of the equipment and systems contained within any restricted area;
4. Compliance with all applicable federal, state, local, and University regulations, codes, standards, policies, and procedures related to the equipment, systems, and/or materials contained within any restricted area;
5. That all work within any restricted area is properly controlled and supervised to ensure that appropriate installation and construction methods and standards have been followed; and
6. That University liability exposure is adequately controlled and minimized.

## Definitions

**"Restricted Area"** is any University building, mechanical, electrical, telecommunications, elevator, custodial room, ceiling space, roof, chase/riser area, utility tunnel, or other area so designated on the Facilities Management Restricted Space List.

**"Authorized Personnel"** are University personnel who have direct involvement with the

installation, construction, operation, and maintenance of the equipment and systems and/or use of the materials contained within restricted areas. Such personnel include designated individuals from the Division of Facilities Management, University Information Technology Services (UITS), the University of Arizona Police Department, Risk Management Services, and individuals designated by departments and colleges under the provisions of this policy.

## **Policy**

1. Access to restricted areas shall be limited to authorized personnel.
2. Unauthorized personnel may not access or use any restricted area for any purpose unless such usage is approved, coordinated, implemented, and maintained by authorized personnel.
3. University personnel, including staff, faculty, and students, having access to a restricted area prior to the implementation of this policy will not be allowed to continue access unless authorized to have such access in accordance with numbers 1, 2, and 5 in this section.
4. Building monitor key sets will not include keys to any restricted area unless the building monitor is authorized to have such access.
5. Departments and colleges requesting access to restricted areas must obtain written approval of the Assistant Vice President for Facilities Management. Requests for access to dedicated telecommunications space must also have written approval from the Assistant Director, Estimating and Engineering, UITS. Such requests must be accompanied by the following information:
  - a. Description of the need and/or critical nature of equipment placement for each restricted area in question.
  - b. Design, scope, equipment, systems, and/or materials that will be located in each restricted area.
  - c. Description of any required building alterations and modifications, including a floor plan (when possible and applicable) that identifies the proposed location of equipment in each restricted area.
  - d. Names of authorized personnel involved.
6. Additions or modifications to the information provided in the original request for approval must be submitted to the Assistant Vice President for Facilities Management for review and approval as an addendum to the original request. For dedicated telecommunications space, the modified plan must also be approved by the Assistant Director, Estimating and Engineering, for UITS. The addendum shall address each information request in items 5a through 5d, as did the original request.
7. Such requests shall be responded to in a timely manner.
8. Facilities Management shall maintain the list of department and college authorized individuals.
9. Facilities Management, UITS, University of Arizona Police Department, and Risk Management Services shall maintain copies of the applicable regulations as outlined in Purpose, number 4.

## **Exceptions**

1. Exceptions to this policy will be granted by Facilities Management only for short-term need. Requests for access to dedicated telecommunications space must also be approved by the Assistant Director, Estimating and Engineering, UITS.
2. The Assistant Director, Estimating and Engineering, UITS; the Chief of the University of Arizona Police Department; and the Assistant Vice President for Risk Management Services will be notified by the Assistant Vice President for Facilities Management of any exceptions granted.

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<http://policy.arizona.edu/facilities-and-safety/access-university-building-restricted-areas>