

ECE Building/Room Access Policy

1. The ECE Building/Room Access Policy is in addition to the University of Arizona Facilities Management Key Issuance & Return Guidelines (Hereafter referred to as "The U of A Key Policy", located at url: <https://www.fm.arizona.edu/documents/LocksandKeys/UA%20Key%20Issuance%20and%20Return%20Guidelines.pdf>)
2. Department Access Coordinators (DAC) will process all ECE Building access requests in accordance with both U of A and ECE access policies. They are the person(s) assigned to manage the security infrastructure of the ECE Department building. This includes the issuance of authorization for building keys, the issuance of carrel keys, the issuance of furniture keys, and the issuance of mailbox keys. It also includes the responsibilities of removal of codes, updating and maintaining all required building access documentation, and developing and implementing policies and procedures to ensure an efficient and effective system.
Current ECE DAC's:
Curt Booth, Room 0351, 621-4610
Josie Ruiz, Room 0351, 621-3074
3. Access requestors must have a valid/current University of Arizona Identification Card ("CatCard"), a valid University of Arizona email address and a current UA NetID.
4. The ECE Access Request Form must be completed by a person requesting Building/Room Access to the ECE Building, Room(s), Carrel Areas and any key(s) in the ECE Building (This includes Mailbox and Furniture Keys). It must be signed by an ECE Faculty or Staff member to be valid. Building Room Access requires approval by the Authorized Sponsor of the ECE Department that is responsible for that room. This form is available in room ECE 0351 and the ECE Website (www.ece.arizona.edu/ece-support) with instructions on how to complete it. Incomplete Building Access Request Forms will not be processed.
5. Emails will not be accepted in place of the Building Access Request Form. This will ensure proper, accurate record keeping and will expedite the application process for everyone.
6. Keys and Codes are not to be shared.
7. After Hours Access to building must be approved by an Authorized Sponsor of the ECE Department. After Hours Access is not automatically issued.
8. ECE Building Room(s) Access requiring a physical key will have a one-time refundable deposit of \$50.00 (cash only-exact change) from the access requestor. Checks and Credit Cards are not accepted. Faculty and ECE Permanent Classified Staff are exempt from deposit payment.
9. Access to carrels on the 3rd Floor require authorization by an ECE Faculty Sponsor. As this is a physical key to a desk and not a room, it requires a one-time refundable deposit of \$20.00 (cash only-exact change). Checks and Credit Cards are not accepted. Carrel Access expires at the end of each semester. Carrel keys are to be returned to the Department Access Coordinator no later than 1 week after the current semester ends to ensure timely processing of refund. To continue access, Applicants must re-apply each semester.
10. Any change in Access status must be reported to the ECE Department Access Coordinator by the Applicant IMMEDIATELY. Noncompliance will result in deposit forfeiture. Examples: Change of Sponsor/Lab; Change in CatCard Number; Graduation; Leaving the University of Arizona; etc.
11. Steps for Refunds for Building Room keys:
 - a. The Access Recipient will personally return all issued physical keys to the UA Key Desk.
 - b. The Access Recipient will personally submit the UA Key Desk Receipt to The ECE Department Access Coordinator for processing.
 - c. All refunds will be processed via UA Check Request.
 - d. Access Recipient must provide a valid mailing address for the Check Refund to be mailed to.
 - e. Deposit refunds not submitted to the ECE Department Access Coordinator within 30 days of their authorization expiration date will be forfeited.

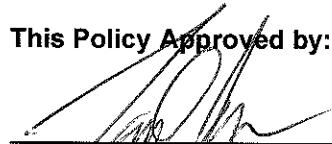
12. Lost and/or stolen key(s) are to be reported IMMEDIATELY to the Department Access Coordinator. In the event keys are stolen while in another country or state, the theft must be reported to the officials in the reporting area and University of Arizona Police Department immediately upon your return. A copy of the UAPD report must be given to the ECE Department Access Coordinator. The entire deposit will be forfeited if key(s) are not found within 10 working days. Any replacement keys must be approved by the ECE Department Head and additional deposit will be required if access is reapproved.
13. If the Access requestor Sponsor is a non-ECE Faculty member or Staff then the request must be approved by the ECE Department Head or the ECE Associate Department Head.
14. A Designated Campus Colleague (DCC) form for the key holder must be on file with Human Resources for anyone collaborating with the University of Arizona in a non-paid status. This includes students who have graduated and still have Building/Lab Access.

Policy Noncompliance:

Noncompliance with the ECE Building/Room Access Policy and/or the Key Policy of the University of Arizona will result in forfeiture of deposits and access. Example: Giving keys to another person.

All Faculty, Staff, Students and Anyone granted access to the ECE Building are expected to adhere to the aforementioned policies. At the end of the Access process, the access requestor will sign the Access Request Form indicating their intent to abide by the ECE Building/Room Access Policy and the Key Policy of the University of Arizona. Failure to sign will result in denial of access.

This Policy Approved by:



Dr. Tamal Bose
ECE Department Head

Date: 8/11/2017

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Dr. Hal Tharp
ECE Associate Department Head