



## Building Access Control Policy

### PURPOSE

The purpose of the Document is to demonstrate how access to University of Limerick buildings during normal business hours & outside normal business hours both in & out of semester in line with Health & Safety best practices are controlled.

Definition:

- “Normal Working Hours” - 09h00 to 17h00 Monday to Friday, excluding Bank Holidays & National holidays)
- “Outside-of Hours” - 17h00 to 09h00 Monday to Friday, including Bank Holidays & National holidays (24hrs)
- “Free Access” - Unrestricted open door access
- “Restricted Access” - Doors secured by key / electronics mechanism.

Access to University of Limerick Buildings during normal working hours is “Free Access”.

Access to University of Limerick buildings “Outside Normal Working” will be subject to the procedure below

University of Limerick operates an electronic door access control system to support flexibility with access to buildings and areas within buildings. This system is managed by the University ITD Department, with Department door managers responsible for the day today control of the system. Buildings & Estates supports this policy and sets out the following guidelines for those who wish to employ such a system.

### RESPONSIBILITY

**The Building & Estates Department is responsible for the security of the University buildings. The management of access / security of the University buildings is carried out by contracted campus security and Portering staff on behalf of the Buildings & Estates Department.**

**The safety and security of individuals entering University buildings outside normal working hours is the responsibility of the respective Department Heads /Deans.**

### PROCEDURE

Security / Portering staff open and close University buildings each week Monday – Friday (with exception of Bank holiday and National holidays) to support the normal working hour of the University.

Out-of-hour access is provided through the following means

- Contracting Campus security, who will facilitate access.
- Electronic door access system, where by an individual is granted permission on their University staff / contractor I.D. card

When an individual requires access to a building “Out of-Hours”, they are required to contact Campus security and inform them that they require access.

Campus Security will give access to the respective building by deactivating the building's intruder alarm system and opening the building entrance door. Once individual has completed their necessary business, they are required to contact Campus Security who will check the building is clear when the individual(s) leave the building and reactivate the Intruder alarm system.

Access to buildings is given to individuals provided they adhere to their Department's "Out-of-Hours" access policy. The onus is on individual(s) to make themselves aware of their Department policy.

### Controls system

The University operates a multi-layered Master Key system and electronic Door Access System for safety and security purposes. The electronic door Access system supports the University's Master Key policy and allows flexibility of access while still maintaining the security of the building.

### Electronic Door access Control

Access to buildings with external electronic door access systems is provided by local door-lock managers appointed by the Department. Buildings & Estates Department will only support out-of-hours access to buildings where the requirements of the Department's policy document, particularly in relation to risk assessments and the introduction of appropriate systems (Monitor, sign-in etc), are adhered to.

Where electronic access system is installed on the external doors of a building, the following pattern will be applied.

- 06h00 – 08h30 - Card Access
- 08h30 – 18h00 - Free Access
- 18h00 – 23h00 - Card Access
- 23h00 - 06h00 - Full Lockdown

Time schedule will be modified to suit particular building needs, when required.

Access to buildings on Saturdays, Sundays and Bank Holidays can be granted with prior approval with the Buildings and Estates Department.

Not all doors require all these phases but the full lock-down period is essential.

While electronic door access control systems enhance flexibility and ease of access to Buildings(s) / areas, they are not as secure as a traditional mechanical lock employing a dead-bolt. It is B&E policy that all external access doors to be fitted with Dead-bolt unit with a standard UL Master Key facility (to support lock-down as above). Exception to this is where a building planning conditions state mechanical locks are not permitted.

### External Doors

Where Out-of-hour access is required on regular basis, the installation of an electronic door access systems will be considered.

### Building Lock-down

Buildings & Estates Department operate a Building “Lock-down” period. This policy requires buildings (with exception of Main Building) to go into a “Lock-down” period.

At the start of lock-down period, Campus Security carry out a patrol of the building to ensure there are individuals in the building (clear the building, if necessary), perform various checks, and secure the building. This serves as a reset for the building, which is vital in ensuring the safety and well-being of building users. This Lock-down period is implemented during each 24-hour cycle

### **DOCUMENTATION**

Relevant Departments Out-of-hours policy and procedures  
Sign-in / Sign-out Building Logs

### **RECORDS**

(All relevant records are held in accordance with [UL’s Records Management and Retention Policy.](#))

### **PROCESS VERIFICATION**

Compliance of the procedure is verified by the daily patrols of Campus security.  
Reporting by security in their Duty Security Report (DSR) on any breeches of the policy.

### **REVISION HISTORY**

<b>Revision No.</b>	<b>Date</b>	<b>Approved by:</b>	<b>Details of Change</b>	<b>Process Owner</b>
REV 1.0	29 August 2018	Pat McMahon	<i>Initial Release: For previous history see the archived B&amp;E Handbook.</i>	Gerald Hallinan
REV 1.1	03 September 2019	Pat McMahon	<i>Updated ‘Electronic Door Access Control’ to account for access on Weekends and Bank Holidays</i>	Gerald Hallinan