

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Administration	Effective date:	December 2007
Subject:	Building Access Procedures	Procedure Number:	A -02

Purpose

To provide a procedure that allows for access to university property to help minimize the risk to the safety and security of the Students, Faculty, Staff, and assets of Eastern Michigan University.

Procedure

1. UNIVERSITY HOUSING ACCESS PROCEDURE

- 1.1. Contractors and/or vendors will not be issued key(s) that allow them un-escorted access to an occupied dorm room and/or apartment.
- 1.2. Personnel of the Physical Plant will not use their key(s) to enter an occupied or potentially occupied dorm room and/or apartment without an escort.
 - 1.2.1. Escort may be another employee of the Physical Plant, an employee of the Housing department, or the occupant if they personally allow entrance to the room.
- 1.3. If the employee is alone and the escort is the dorm and/or apartment occupant, then the dorm room and/or apartment door must stay open the entire time that the employee is in the room.
 - 1.3.1. If because of weather conditions the door cannot be left open then the employee must be escorted by someone other than the dorm and/or apartment occupant.
- 1.4. If at any time the accompanying escort should leave the room, then the employee must also leave.

- 1.5. If access to the occupied or unoccupied space is to be made after normal business hours, then the escort must be a second Eastern Michigan University employee.
- 1.6. Service calls will not be made after 9 pm to a dorm room and/or apartment unless the employee is escorted by a Housing employee and the service call is for an emergency.
 - 1.6.1. Emergencies are defined as fire, flood, room temperatures below 65°F, the smell of smoke, and any issue that poses an immediate health and safety concern that cannot be resolved by the Housing staff and will not wait until normal business hours.

University Housing Buildings

Best Hall	Jones Hall
Munson Hall	Brown Hall
Buell Hall	Phelps Hall
Cornell Courts	Pittman Hall
Downing Hall	Putnam Hall
601 W. Forest	Sellers Hall
600 W. Forest	Village Apartments
Goddard Hall	Walton Hall
Hill Hall	Westview Apartments
Hoyt Hall	Wise Hall

2. UNIVERSITY HOUSE ACCESS PROCEDURE

2.1. SCHEDULED MAINTENANCE

- 2.1.1. No Physical Plant activities will take place in the University House without prior scheduling unless it is an emergency.
- 2.1.2. Access will be scheduled as far in advance as possible.
- 2.1.3. All custodial, maintenance, and vendor access to the University House will be scheduled through the Zone Manager assigned to the University House.
- 2.1.4. The Zone Manager will then coordinate all activities with the Executive Secretary to the President prior to authorizing access.
- 2.1.5. Prior to leaving the worksite, the Zone Manager must be notified.
 - 2.1.5.1. This includes all part(s) runs, breaks, lunches, and the end of the work shift.
- 2.1.6. “We Were Here” tags must be completely filled out and left for the occupant prior to leaving the worksite.
 - 2.1.6.1. There is a pad of “We Were Here” notes hanging to the left of the west entry door in the garage.

2.1.6.2. All Maintenance and Contractor staff will fully complete a “We Were Here” note for each TASK, and leave the note in the basket at the west entry door inside of the garage.

2.1.7. Parking shall be on the west side of the house.

2.2. EMERGENCY MAINTENANCE

2.2.1. Emergency maintenance will be performed as needed.

2.2.2. As soon as possible, the Zone Manager will be notified of the nature and scope of the emergency work being performed. This notification will take place no later than prior to leaving the worksite.

3. NON-DORM/APARTMENT BUILDINGS ACCESS PROCEDURE

3.1. After-hour access to non-dorm buildings will only be performed as required through the single point of entry utilizing card swipe access.

3.2. Employees arriving on campus to perform after-hours work are to notify the Department of Public Safety in person or at (734) 487-1222 when they arrive on campus prior to entering the building.

3.3. Upon completion of work, prior to leaving the campus, employees are to notify the Department of Public Safety in person or at (734) 487-1222 that they are leaving the campus.

3.4. If card swipe access is inoperable or if accessing the building though the single point access is unpractical for the situation then the following will be followed.

3.4.1. Notify the Department of Public Safety that the card swipe access is inoperable or that accessing the building though the single point access is unpractical for the situation.

3.4.2. The Department of Public Safety will provide access to the building.

3.4.3. Under no circumstance will doors be blocked open to provide access unless directed to do so by the Department of Public Safety.

3.4.3.1. If directed to block a door open, notify your immediate supervisor/manager as soon as is practical so that they are aware and can notify the Department of Public Safety of the Officers directive.

University Non-Resident Life Buildings

611 W Cross	John W. Porter	Rackham
Alexander	King Hall	Roosevelt Hall
Boone Hall	Kresge Center	Sculpture Studio
Bowen	Lake House	Sherzer Hall
Briggs Hall	Mark Jefferson	Sill Hall
Central Stores	McKenny Union	Snow Health Center
Convocation Center	Oestrike Stadium	Starkweather Hall
Cooper Bldg.	Olds\Robb Center	Storage Garage Physical Plant
Corporate Education Center	One Room School House	Strong Hall
Everett C. Marshall	Owen C.O.B	Student Center
Rynerson Football Stadium	Paint Research (CRI)	Warner
Ford Hall	Pease Auditorium	Welch Hall
Greenhouse & Aquatic Biology	Physical Plant	Dining Commons 1
Halle Library	Pierce Hall	Dining Commons 2
Heating Plant	Pray Harrold	Dining Commons 3
Hover	Quirk	

4. Additional Restricted Access Areas

4.1. Porter

4.1.1. Room 135

4.1.1.1. Due to room usage, Custodial Services will clean this space after normal business hours of operation unless requested and scheduled in advance by/with the area occupants exercising control over the space.

4.1.1.2. This will not be entered unless scheduled in advance with the area occupants exercising control over the space.

4.1.1.3. This space will be secured unless occupied.

4.1.2. Room 120

4.1.2.1. This will not be entered unless scheduled in advance with/by the area occupants exercising control over the space.

4.2. Snow Health Center

4.2.1.1. The Records and Pharmacy Areas of this building will not be entered unless scheduled in advance with/by the area occupants exercising control over the space.

4.3. Pierce Hall

4.3.1. Cashiers Office

4.3.1.1. This will not be entered unless scheduled in advance with/by the area occupants exercising control over the space.

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