

Applies to: University Contractors & Vendors  
Issued: January 31, 2011  
Revised: November 19, 2012

**POLICY:**

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Plant Operations (Plant Ops) will grant access to contractors, vendors, and people that do business with University of Houston (UH) but are not employees, staff or faculty of the university. Proof must be presented in form of a PO number, contract number or service agreement number.

**PURPOSE:**

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This policy establishes a consistent process for requesting access to UH Central Campus and off campus building in which the Lock Shop services. The purpose is to define responsibilities requesting access between parties involved. The contractor or vendor acknowledges and understands that key or card access given to their company can be master keys. Failure to return keys will result in the rekeying of one or more UH buildings. The company agrees to pay the university for any labor and material due to the lostkey(s).

**DEFINITIONS:**

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- A. **Access Control Shop (ACS)** – General Services Building #585, located 4211 Elgin St., Room 168, Houston, TX. 77204. Business Hours: M thru F, 7:00 a.m. – 3:30 p.m. Phone number 713-743-5763.
- B. **Access Control Agreement Form** – Form utilized to request access for non-UH employees, staff and faculty. This pertains but is not limited to; contractors, vendors, and people that do business with the university.
- C. **Company / Contractor / Vendor** – Persons of interest doing business with the University of Houston
- D. **Life & Safety / University of Houston Police Department** – 3869 Wheeler St. Houston, TX. 77204
- E. **Project Manager** – Oversees minor and major capital and renovation projects for the University of Houston.
- F. **University of Houston Sponsor** – Person(s) requesting access for outside company or vendor that is employed at the University Of Houston

**GUIDELINES:**

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1. The University of Houston Access Control Shop will issue key/card access to contractors, vendors, and people that do business with UH. An Access Control Agreement Form will be required by the company requesting access. A sponsor's signature that is employed by the university will be required to authorize access to these areas. Keys will not be issued to an "individual" but to the company that will be financially responsible. A point of contact will be required from the company that is an authorized financial signature.
2. Keys are to be issued directly to the vendor by the lock shop and not through any other representative of the University. Exceptions are to be approved only by the Executive Director of Facilities Services.
3. Access will not be given unless the form is completely filled out with proper signature. Hard copies of the form will be accepted only. A copy of the completed form will be given back to the individual picking up the keys, at the time the keys/cards are picked up. The keys/cards can be returned **ONLY** to the ACS

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during business hours. When keys/cards are returned, your copy of the Access Control Agreement Form will be signed by an employee of ACS. It will be the company's responsibility to keep this form as a receipt. It is advised to obtain a receipt when returning keys. Contractor agrees to return keys within 7 (seven) business days after the Project Completion date on the form ONLY to the Access Control Shop. Project extension dates maybe requested in person with the copy of the form. All keys/cards will need to be produced at the ACS in person before any extension is granted. There will be up to a 3 (three) day waiting period after completed form is submitted to ACS. The contact phone number will be called when key(s)/card(s) are ready for pick up. The completed form must be legible. All key(s)/card(s) listed on the form and assigned must be returned at the same time. Partial return of keys at different dates/times is prohibited.

4. Minimum cost for a lost key will be \$600.00. The cost for cores to be re-keyed will be \$48.50 each. Some doors may require more than 1 (one) core. The cost of any labor or material used to re-key, will be the financial responsibility of the company that signed the form. This includes but is not limited to; data entry, key cutting, key form purchase and surveying areas for re-key. The university will not allow an outside locksmith to perform these duties on campus. All labor and material will be done by the ACS.
5. In the event that a space is still under use by a department, the department's authorizing signature will be required when giving access to this space. It will be the UH sponsors responsibility to have this completed.
6. Duplication of keys is prohibited by the University of Houston. An attempt to return duplicated keys by another party will assume the keys/cards lost.
7. At any time the Access Control Shop, Life & Fire Safety or UHPD can ask for the keys/cards to be produced for security purposes.

FACILITIES MANAGEMENT

**VENDOR ACCESS CONTROL AGREEMENT**

UH Dept:		Vendor:	
Address:		Address:	
Project Name:		Contact Person:	
		Title:	
Project #:	PO #:	Phone:	
Building Name:		Email:	
UH Authorizing Sponsor:		Project Completion Date:	Project Extension Date(s):
Phone:	Email:	Est. Value of Keys:	Date:

Vendor (or other designation of contracting party) acknowledges and understands that card access or keys listed below may be master keys for facilities at the University of Houston and that failure to return such keys will result in the need to rekey one or more university buildings. Vendor agrees to indemnify the university for any losses incurred as a result of lost or stolen keys or the failure to return key within seven (7) business days of Project Completion Date, including any and/or all extension dates, to the Access Control Shop, General Service Building Room 168, 4211 Elgin St., Houston, TX 77204, plus \$48.50 for each core and/or \$600 plus labor for each master key that must be rekeyed. *Note:* All keys listed in this form must be returned at the same time.

Specify Building and Room Number Where Access is Required	Key/Card # (office use only)

\*If additional space is required, attach another sheet

<u>Signature:</u> UH Project Manager (Required): _____ Date _____	<u>Signature:</u> Vendor Name: _____ Date _____
<u>Signature:</u> Dept. Authorized Sponsor: _____ Date _____ (If space is still occupied)	<u>Signature:</u> Locksmith Supervisor: _____ Date _____

Key Return (office use only) – Please keep this form for your record

Key Return Date: _____	<u>Signature:</u>	
	Access Control Shop: _____	Date _____