

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Safety
AREA: Security Technology

Number: 06.06.02

SUBJECT: Public Access to Campus Buildings (Interim)

I. PURPOSE AND SCOPE

A safe environment is essential in providing a high-quality education. A safe environment includes implementation of restricted building and facility access. This policy establishes standard operating hours for University buildings to enhance safety and security, while maintaining compliance with applicable laws, regulations and associated policies.

II. POLICY

While the University of Houston is a public university, the institution retains the right to establish, manage and control access to all University buildings. This policy applies to all facilities owned, leased, and/or under the control of the University of Houston. With the exception of the M.D. Anderson Library, Cullen Performance Hall and the University Student Centers, University-owned buildings and facilities are not considered open to the public. Therefore, access to University buildings and facilities, including [UH – Sugar Land](#) is generally restricted to University students, faculty, staff, vendors and invited guests. This requires University students, faculty, staff, and contractors/vendors to carry their UH IDs at all times to obtain access to campus buildings. **A person's UH ID is the key to enter campus buildings during restricted access hours.**

III. DEFINITIONS

- A. Electronic Access Control System (EACS) – The system used by the University to electronically control access to buildings and facilities. EACS allows the University to limit access to buildings, facilities and/or areas inside buildings and facilities to provide extra personal safety. Examples of EACS include, but are not limited to, door access systems requiring a University Identification Card, proximity card, or retinal scan, panic/duress buttons, video surveillance systems and intrusion protection systems.
- B. After Hours Building Entry Point- Every University building/facility has a minimum of two (2) entrances for use by students, faculty, staff, vendors/contractors and invited guests during restricted access hours. One EACS entrance is selected by building management with a second EACS entrance being ADA compliant utilized after hours.
- C. Restricted Access Hours – A specified time period during which all exterior doors on a building are locked and building access is through an EACS door and restricted to authorized persons only.
- D. Security Zones – Defined access types for University buildings and/or areas within a University building or facility.
- E. Department Access Users (DAU) - The DAUs have the responsibility for the management of electronic access to building perimeter doors and other access areas under the control of the department. This includes granting and revoking access to all restricted areas

under control by that department, as well as changing restricted hours on a temporary basis as needed.

- F. Building Access Modes – Identifies when and how individuals gain access to University buildings and/or portions of buildings.

IV. SECURITY ZONES

Security Zones were identified to allow access privileges for each building user to be customized based on their individual need. For the purposes of this MAPP, buildings owned, leased and/or controlled by the University of Houston may include some or all of the four types of Security Zones developed as described below.

- A. Public Access Zone: An area to which the public has free access, including public corridors, grounds and parking lots.
- B. Reception Zone: The area to which the general public has access within a building, but beyond which access is restricted at all times.
- C. Operations Zone: The area to which only employees and approved visitors have access.
- D. Security Zone: The area to which access is restricted to authorized personnel at all times.

V. BUILDING ACCESS MODES

The University of Houston utilizes three primary building access modes to describe the manner in which individuals gain access to University buildings.

- A. Open Mode – All building/facility exterior doors used for ingress/egress are unlocked and building access is available to anyone needing entrance.
- B. Facilities Mode – All building/facility exterior doors used for ingress/egress are locked restricting building ingress to only those individual with a valid UH ID. Being in Facilities Mode does not affect building egress.
- C. Designated Card Mode – All building/facility exterior doors used for ingress/egress are secured with building ingress being restricted to only those individuals who have been authorized access during restricted hours by their DAU. Being in Designated Card Mode does not affect building egress.

VI. BUILDING TYPES

For purposes of this MAPP, campus buildings are divided into the six (6) types listed below. See [REFERENCES: University of Houston Building/Users Policy – 5. University of Houston Campus Building Public Access](#) for list of building types and the hours which buildings are open to the public.

- A. Administrative Buildings – Campus buildings which do not have classrooms and laboratories.
- B. Classroom Buildings – Campus buildings containing classrooms, laboratories and or offices providing administrative support for these functions.
- C. Auxiliary Buildings – Buildings including student centers and parking garages.

- D. Buildings with no Public Access – Buildings including power plant, maintenance facilities, and all buildings related to critical campus infrastructure.
- E. Buildings with Limited Public Access – Buildings including residential facilities, sports facilities and performance halls.
- F. Libraries
1. [M. D. Anderson Library](#) (freestanding building) with [Special Collections](#),
 2. [William R. Jenkins Architecture Design and Art Library \(located in Gerald D. Hines College of Architecture\)](#),
 3. [Music Library \(located in Moores School of Music\)](#),
 4. [Health Sciences Library \(located in the Health 2 Building\)](#),and
 5. [University Branch Library \(UH Sugar Land\)](#)

VII. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Campus Safety

Review: Every five years on or before June 1

VIII. APPROVAL

Jim McShan

Senior Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: _____ January 24, 2019

IX. REFERENCES

[University of Houston Building/Users Policy – 5. *University of Houston Campus Building Public Access*](#)

REVISION LOG

Revision Number	Approved Date	Description of Changes
Interim	01/24/2019	Interim edition