



## Ohio Administrative Code

### Rule 3342-5-12.403 Operational procedures and regulations regarding schedule of use and closed periods for buildings of the university.

Effective: May 15, 2019

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(A) Purpose. The university strives to provide a safe and secure environment and to meet the educational and professional needs of students and employees. Toward this end, these procedures establish open and closed periods for university property, provide for extension of open periods, and prescribe conditions under which persons may use closed facilities.

(B) Scope. This policy applies to all university owned, operated, or leased property (collectively university property). Key and access card control at regional campuses and college of podiatric medicine are managed by the respective dean or delegate. Annually the regional campuses and the college of podiatric medicine shall submit specific key and access card procedures along with a complete inventory of keys and access cards to the associate vice president of facilities, planning and operations. Kent state university museum is responsible for managing access to the museum located in Rockwell hall.

(C) Definition. The following definitions shall apply to this policy:

(1) Key holder or cardholder. Any individual who has been granted individual access to university property whether through keys, access cards, or other similar means.

(2) University facilities management (UFM). A unit of the facilities planning and operations department containing the lock shop.

(3) Access card. A card with magnetic stripe programmed to allow access via an electronic door lock.

(4) Vendor. A supplier, contractor, or other outside entity providing services or product to Kent state university.

(5) Master key. A single key that opens all doors in a single building.



- (6) Grand master key. A single key that opens all doors in multiple buildings.
- (7) Unit. A general term used in this policy to refer to the relevant office, department, center, school, college, division, etc. requesting access or responsible for access to a designated area.
- (8) Unit administrator. A department head, department chair, or dean.
- (9) Facilities, planning and operations (FPO). A department consisting of the units of UFM, office of the university architect (OUA), and sustainability.

(D) Procedures.

(1) Building curator. It is the responsibility of unit administrator, to nominate the building curator, who must accept such nomination in writing. The department chair or dean shall forward the nomination for approval by the associate vice president for facilities planning and operations. Such approval may be withdrawn at the sole discretion of the associate vice president. Upon such withdrawal, the department chair or dean shall make another nomination. In the event a building curator is not nominated by the department chair or dean within a reasonable amount of time, the associate vice president may appoint an interim building curator until such time as a nomination is put forth. For buildings with multiple departments, associate vice president, facilities planning and operations, will coordinate with the departments to select nominee. The regional campus dean, or delegate, functions as the building curator.

(2) University property shall be locked when closed or otherwise not in use.

(3) Non-academic buildings. Open and closed periods for all non-academic buildings shall be regulated by the building curator.

(4) Academic buildings. All academic buildings are closed from eleven p.m. to seven a.m., Monday through Friday, and all weekend hours unless opened by request of the building curator, scheduling office, conference bureau, or other authorized university official. This schedule is based upon the normal use requirements. Special hours are established for the university library.



(a) It is permissible for a building curator to open a building during the regularly scheduled closed periods for departmental use only, by using the key card or entering a UFM work order. The building curator assumes responsibility for the unlocking and locking times by submitting a work order to UFM and informing police services of the special event schedule. It is permissible for the regional campus deans, or delegates, to approve access outside normal operations hours. It is permissible for a building curator to close a building outside the times listed in this paragraph providing the building curator has met the following criteria:

(i) The building curator has consulted the office of the registrar, conference bureau or other authorized university official to ensure officially scheduled building use is not adversely affected by the earlier closing of the building.

(ii) The building curator has made arrangements with facilities, planning, and operations for the installation of electronic locking devices on one or two exterior doors that are located at the primary entrances to the building. These locking devices will allow authorized personnel access to the building during the time in which the building is closed by the curator.

(iii) The building curator has coordinated securing the doors with electronic locking devices with facilities, planning, and operations, and has made arrangements with police services and UFM to secure all other exterior doors of the building at the time designated by the curator.

(iv) Mechanical locking exterior doors will only be unlocked and locked for student events. Staff can use the card access doors.

(v) The building curator has notified police services of the early closing dates and times.

(b) In the event of absence, the building curator may appoint a temporary building curator in writing and notify the building occupants and the associate vice president, facilities planning and operations. Upon the building curators return, the appointment shall immediately terminate. The building curator shall notify the associate vice president, facilities planning and operations, in writing, of resignation.

(c) A university or university-contracted employee, or vendor, may use a closed building under the



following conditions:

- (i) The employee has the permission of the building curator.
  - (ii) University-contracted employee is engaged in the performance of a contracted job.
  - (iii) The employee displays an access card and, if employed by the university, possesses a valid Kent state university identification card.
- (d) A student may use a closed building under the following conditions:
- (i) The student has the permission of the building curator, and department/school chairperson where appropriate.
  - (ii) The student possesses a valid Kent State university identification card.
- (5) Regional campuses and college of podiatric medicine are responsible for managing building access under the authority of the respective dean or delegate.
- (E) Violation. Failure to follow this rule may result in loss of access to university property or termination of appointment as a building curator, at the discretion of the senior vice president for finance and administration or designee.