Abdalla Hall ID/Access Card Request Form

The purpose of this policy is to establish procedures for maintaining the security of both the building and its contents. In addition, the policy outlines the guidelines and procedures for the issuing, control, and return of Abdalla Hall ID/Access Cards. Cards will be required to enter any secured exterior or lab door. All exterior doors of the building will remain secure at all times, with the exception of the main entrances, which will be secured after hours, weekends, and holidays, based on the university schedule.

# Card Distribution

An “Abdalla Hall ID/Access Card Request Form” must be completed in order to obtain a card. The operations/facilities coordinator will issue cards only when the form is presented in person with the proper original signatures. A $5.00 fee is required to obtain a card.

Cards are only issued to individuals who are assigned to work in the building and require access to the building after hours and/or access to secured labs to conduct business for departments located in the building.

Cards will expire at the end of each semester and will need to be re-certified to be re-activated. Once access is no longer required, the card must be returned immediately to the operations/facilities coordinator.

Lost cards or unusable cards (cracked, holes punched, etc.) must be reported within 24 hours. An additional $5.00 fee is required to obtain a replacement card.

# Card Use

Individuals with a card will be able to enter any exterior door.

While in the building, cards must be worn and visible at all time. For an additional fee, a clip-on badge reel ($1.00) or lanyard (50¢) may be purchased.

Cards should only be used by the individual to whom it was issued. Anyone found loaning their card to anyone will have their card and privileges terminated.

An authorized individual entering or leaving a secured door shall not permit any other individual to enter who would not normally be permitted to enter during the hours it is secured.

An individual entering or leaving a secured door shall be responsible for securing the door and may be held responsible for any loss or damage to property resulting from failure to do so.

No door equipped with an alarm shall be propped open. Any door not securely closed or propped open will sound an alarm at the door and the monitoring station. Anyone found propping open an alarm secured door will have their card and privileges terminated.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | | | | **First Name** | | | | **Middle Name** | |
|  | | | |  | | | |  | |
| **Department** | | **Status** | | | | | | | |
|  | | Staff Faculty Student Tenant Guest Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Access Areas** | | | | | | | | | |
| Building Exterior  Overhead Door | NIMBIT Student Lab(161)  NIMBIT Staff (162) | | | | | Server Room (163)  UL EOC (165) | RAC Lab (164)  CajunBot Lab (169) | | |
| **Applicant Signature** | | | **Date** | | **Supervisor’s Signature** | | | | **Date** |
|  | | |  | |  | | | |  |

The card holder and approver have read and fully understand the above policies. They further understand that failure to comply with any of the above policies will result in all card privileges being terminated.

## Office Use Only

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| --- | --- | --- | --- | --- |
| **Card No.** | **Issue Date** | **Paid** | **End Date** | **Reason** |
|  |  |  |  |  |
| **Notes** | | | | |
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