

BUILDING ACCESS

I. Policy Section

Risk Management

II. Policy Subsection

14.14 Building Access (Key/RaiderCard)

III. Policy Statement

It is a Grand Rapids Community College (GRCC) policy to provide authorized individuals reasonable access to college buildings and offices for the purpose of fulfilling their responsibilities while maintaining a high level of security for college facilities. GRCC utilizes both electronic and physical keys to secure the campus. The President of the College or their designees will be responsible for maintaining procedures for securing buildings and classrooms.

IV. Reason for the Policy

This policy identifies the responsibilities for securing buildings, issuance of keys and RaiderCard access, as well as sets parameters for building access and other related information to enhance personal safety for all members of the college community, to protect the moveable physical assets of the College, and to facilitate timely access in case of emergency.

V. Entities Affected by this Policy

All Employees, Students, Contractors, Vendors, and members of the public

VI. Who Should Read this Policy

All Employees
Students
Members of the Public
Board of Trustees
Contracted employees and service providers

VII. Related Documents

RaiderCard Agreement
Key Agreement
Criminal Background Check Form

VIII. Contacts

Policy Owner: Vice President of Finance and Administration
Executive Director of Facilities
Chief of GRCC Police
Chief Information Officer

IX. Definitions

- A. General Employee Access: Automatic credential granted for active employees and provides external door access to general entrances in most campus buildings.
- B. Administrative and Operational Access: Default access for GRCC Police, facilities, some IT personnel, Cabinet and executive leadership.
- C. Emergency Response Access: Granted to GRCC Police and the Emergency Management Team and delegates.
- D. Extended Access: Access granted upon request within perimeters allowed.
- E. General Student Access: Automatic credential granted for active students and provides external door access to specified entrances in academic campus buildings.

X. Procedures

- A. The Chief of GRCC Police and Executive Director of Facilities, in collaboration with operational personnel, are responsible for establishing and maintaining effective and responsive access plans.
- B. The Chief of GRCC Police, in conjunction with facilities staff, will be responsible for allocation and inventory of all physical keys and for approving electronic access based on role and responsibility. Credentialing of general electronic access is assigned primarily through automation with specific permissions granted using the online Building Card/Key Access eForm.
- C. Access to office buildings for students and the general public is limited to the standard hours of each building. Standard Hours are outlined in the GRCC Campus Buildings Schedule and may change by semester.
- D. Access to academic buildings for students and the general public will be through identified unlocked doors during the posted building hours (generally 7:00 A.M to 7:00 P.M. Monday-Thursday and 7:00 A.M. to 5:00 P.M. on Friday).

- E. Enrolled Students will be granted RaiderCard access through identified doors until 9:30 P.M. Monday through Thursday and for Saturday classes. Students must exit buildings within 15 minutes of their class period or College-sponsored activity ending for any class or College-sponsored activity that concludes outside of posted building hours.
- F. After-hours use of campus facilities by students is strictly prohibited. Weekend hours will vary depending on campus activities.
- G. Disabling or propping open electronically secured doors provides a threat to personal safety and a risk to property and is prohibited.
- H. Keys and/or RaiderCard Access will be allocated on the following basis:
 - 1. Need for access to buildings and internal facilities will be the determining factor for allocation of all keys/RaiderCard access.
 - 2. When a change in access or additional access is necessary after initial onboarding, employees, department heads, program directors, or immediate supervisors will be responsible for initiating the access request process using the online Building Card/Key Access eForm
 - 3. Employees will be granted access based on role and responsibility.
 - 4. Adjunct faculty will be granted access by semester based on an active instructional assignment
 - 5. Students may be granted electronic access based on enrollment or with approval of their department head or supervisor. Students will not be assigned physical keys to any college door. Student employees may check keys out from the GRCC Police Department as needed, with approval of their supervisors.
 - 6. All employees, vendors, and contractors must clear a criminal background check prior to receiving access.
 - 7. Master keys and 24/7 electronic access will be granted only with the approval of the President or their designee.
 - 8. GRCC Police must receive a completed Building Card/Key Access eForm authorized by their supervisor and a cabinet level administrator before access is granted.
 - 9. Key Agreement must be signed by the individual receiving keys. Copies of the signed documents are retained in the Facilities Department's access control office.
 - 10. Key and electronic access transfers from one person to another are prohibited. Anyone possessing or using a RaiderCard without

authorization will be subject to disciplinary action and/or criminal charges where appropriate.

11. Employees separated from employment for any reason are required to turn their keys in to the GRCC Police Department on their last work day, unless a Human Resources (HR) representative takes possession of the keys during the separation process. In this situation, the HR representative will be responsible for turning the keys in to the police department. Electronic credentials will be deactivated following HR notification to the Building Access Security Specialist, which should occur via email on the employee's last day.
12. Employees who are transferring to a different assignment within the College or moving to a new office space requiring new access must turn their old keys in at the GRCC Police Department prior to obtaining new keys. Electronic credentials will be de-provisioned/provisioned accordingly.
13. If a key or access card is lost, the individual assigned the access must file a report with the GRCC Police Department as soon as it is discovered missing. The report should detail the circumstance around the missing key/card (ie. where it was last seen or used, where it was believed to be lost, efforts to locate, etc.). After a report is filed the individual may request a replacement key/card using the online Building Card/Key Access eForm a lost key/card fee may apply.
 - A. Employees will be assessed a twenty-five dollar (\$25.00) per key fee for replacement of lost keys with a possible re-core fee of up to four hundred dollars (\$400.00) assessed in the case of a significant security risk.
 - B. If the same key is lost a second or subsequent time the lost key fee will increase to fifty dollars (\$50.00).
- I. Facilities staff, along with GRCC Police Officers, are responsible for confirming all buildings are secure based on building schedules and when the campus is closed.
- J. Only authorized persons are to be in campus buildings when the campus is closed. When the campus is closed, authorized employees entering and exiting closed buildings are directly responsible for securing the doors they use.
- K. Requests for changing individual cores in doors should be directed to the Chief of GRCC Police or Executive Director of Facilities.
- L. Exceptions to these rules must be approved by the College President or their designee.

XI. Forms

N/A

XII. Effective Date

2006

XIII. Policy History

2006 - original draft

2012 - revised

2014 - revised

2016 - revised (Added definitions for restricted access times)

2019 - revised

2021 - no changes

2023 - revised (February and December)

2025 - revised

XIV. Next Review/Revision Date

February, 2027