

Policies of the University of North Texas	Chapter 11
8.1.2 Access Control – Electronic Devices	Facilities and Real Estate

Policy Statement. Departments or work units needing electronic access control systems must submit a written request for approval to acquire and install such systems through the Access Control Office (ACO) prior to installation of such systems. The ACO will evaluate the need for an electronic access control device or system and inform the requesting department in writing as to whether their request has been approved or denied.

Application of Policy. All university.

Definitions. None

Procedures and Responsibilities.

1 – Purpose: To provide reasonable security for persons and property within University facilities through the installation of electronic access control systems.

2 – Policy: Departments or work units needing electronic access control systems must submit a written request for approval to acquire and install such systems through the Access Control Office (ACO) prior to installation of such systems. The ACO will evaluate the need for an electronic access control device or system and inform the requesting department in writing as to whether their request has been approved or denied.

If approved, the ACO will provide the requester with the type, make and model of access control system it is permitted to install. Alternatively, the department may request that Access Control ACO acquire and install the device(s). In such cases, the department will be charged for the cost of the device(s) and the labor and other materials needed to install the device(s) via a work order. Further, ACO will program the locking system and provide the number of cards, proximity devices, or other devices as requested by the department.

Electronic systems installed at UNT will require an ID card and a PIN number to activate the locking device. Any electronic systems installed without the written consent of the ACO will be subject to removal at departmental expense if deemed necessary by the Facilities Department.

References and Cross-references. None

Forms and Tools. None

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Revised: