**Building Access**

<table>
<thead>
<tr>
<th>Building Access</th>
<th>SOP #: FAC.001.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>01/18/2019</td>
</tr>
<tr>
<td>Last Revision/Review</td>
<td>10/10/19</td>
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1. **Purpose**
The BCOM campus will be available to staff and students as described below.

2. **Related Policy/Authority**
Policy B4010 Security and Public Safety

3. **Faculty/Staff Responsibilities**
Asst. VP of Administration

4. **Definitions/Abbreviations**

5. **Procedural Steps**
   a. Except where noted below – all access to the building shall be provided only to persons with a valid electronic key card.
   b. Except where noted below – all exterior doors are to remain locked at all times.
   c. Exceptions to these procedures may be made for holidays, special events, or as circumstances require.
   d. General Public Access
      i. There shall be a published set of open hours – typically 8am to 5pm Monday through Friday.
      ii. During these hours – visitors to the building will be required to use the main entrance, and sign in with the Security officer.
   e. Staff Access
      i. Most staff have 24 x7 access to designated entry doors
      ii. Staff ID badge / keycards will be programmed appropriately for access times and areas within the building based on job function.
   f. Student Access
      i. Students are only permitted in the building during the published Student Access Hours unless accompanied by staff or specific exceptions have been made.
      ii. Access to entry doors and areas of the building may be restricted based on location and time of day.
   g. Exceptions
      i. BCOM reserves to right to limit or refuse access to any individual as deemed appropriate.

6. **Reports/Charts/Forms/Attachments/Cross References**
7. **Maintenance**  
Reviewed annually by Asst. VP of Administration and Facilities Coordinator

8. **Signature**

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>Date</th>
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<tbody>
<tr>
<td>Jeff Harris, Asst. VP of Administration / CIO</td>
<td>10/10/19</td>
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9. **Distribution List**

Internal/External

10. **Revision History**

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tr>
<td>2019-10-10</td>
<td>5g</td>
<td>Added item</td>
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<td>10/10/19</td>
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