

**UNIVERSITY PROCEDURES**  
**TEXAS A&M UNIVERSITY-CORPUS CHRISTI**

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**41.05.02.C1.01 Building Access**

*Approved October 11, 2007*

*Supplements University Rule 41.05.02.C1*

As stated in University Rule 41.05.02.C1, the Director of Physical Plant is responsible for coordinating facilities planning and all construction, modification, or rehabilitation of buildings, grounds or other improvements on the campus; and for maintenance and custodial services for all buildings, grounds and facilities on University property. As a part of that responsibility, the Director is responsible for the building access system.

1. Appropriate access will be granted to authorized faculty, staff, and students, allowing entry to buildings and rooms within their areas of responsibility, upon written approval of the appropriate dean or department head. This approval authority may not be delegated.
2. Levels of access are shown on the “Authorized Building Access To Campus Facilities” chart. The Executive Vice President for Finance and Administration must approve all exceptions in writing.
3. Key or Card Access
  - 3.1 Persons receiving key access may pick up the key(s) and sign for them during normal working hours at the Physical Plant Department. Keys must be returned to the Physical Plant when access is no longer needed by the individual to whom they were issued. Keys may not be retained by the individual’s department. Multiples of the same key will not be issued to an individual or a department. Key holders may be required to present their keys for sight inventory at any time by the Physical Plant Locksmith or a UPD Officer.
  - 3.2 Persons receiving card access will sign for that access during normal working hours. The individual granted access, or the appropriate department head, must notify the Physical Plant when that access is no longer needed.
4. Keys and access cards issued by the University remain the property of the University, and may be recalled at any time by the University Police Department or the Physical Plant. All University employees, adjunct professors, contractors, consultants, and others who have been issued University keys or access cards shall turn them in to Physical Plant upon their final departure from the University. The Business Office shall verify with the Physical Plant that all university keys have been returned prior to authorizing final payment for services. Verbal verification by the Business Office shall be documented by a written memorandum from the Physical Plant. Physical Plant will verify that all card access has been terminated.
5. Utilization of non-university approved locking systems on campus is prohibited.
6. In the event keys or access cards are lost or stolen, this information should be promptly reported to the University Police, the Physical Plant, and the appropriate dean or department head. The Director of Physical Plant will determine whether to change the lock(s) or replace

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the key(s). A person whose key is lost, misplaced, or stolen will be charged for a replacement key. If the key provides access to a high security area, a fee will be charged to cover the expense (including labor costs) of re-keying the lock cylinder and making new keys for all key holders.

Contact for Interpretation: Executive Vice President for Finance and Administration