

Atkinson Hall Building Access - Policies and Procedures

Atkinson Hall access, via keys and/or card-swipe, is managed by Calit2 Administrative Services/Operations in coordination with Calit2 Facilities. Building access for non-university personnel should be coordinated through the Administrative Services unit. Keys and UCSD ID cards should be treated cautiously and should never be loaned to others.

Card-Swipe

Occupant Access Policies:

- Atkinson Hall is open from 7AM to 7PM on Monday through Friday, excluding UCSD holidays.
- Card-swipe access is required during evenings, weekends and holidays.
- After hours building access is only granted to building occupants. Exceptions may be considered for active members of research groups occupying the building and other affiliates with an explicit need after hours access. Such exceptions are subject to approval and will be handled on a case-by-case basis.
- By default, each building occupant will have access to the first floor building exterior doors, the floor to which they are assigned and all conference rooms.
- Conference rooms are locked at all times for the security of equipment.

Occupant Access Request Procedures:

- All groups allocated space in Atkinson Hall must designate one or two contacts to coordinate building access for group members with Calit2 Operations.
- Upon move in, the group contact must provide Calit2 Operations with a list of all group members' names, UCSD employee/affiliate/student ID numbers, email addresses and office/space locations. The space contact(s) will be responsible for maintaining this list and submitting any changes, additions or deletions. All subsequent occupant or visitor access requests must be submitted by the group contact to buildingaccess@calit2.net.
- For card-swipe troubleshooting, please refer to our [FAQ's](#).
- **You must allow at least one business day for processing of access activation, cancellation, or changes. You will be notified when your request has been processed.**

Special Event Access Policies:

- For events held after-hours (between 7pm and 7am or during weekends/university holidays), a Calit2 sponsor must be present.
- At this time access to Floors 2 through 6 will not be granted after-hours for events. Requests for exception will be handled on a case-by-case basis, require the presence of a Calit2 staff member for the duration of the event and should be attended by/involve the Director or UCSD Division Director.

Special Event Access Request Procedures:

- All access requests should be submitted by Calit2 staff to buildingaccess@calit2.net. **You must allow at least one business day for processing of access activation, cancellation, or changes. You will be notified when your request has been processed.**
- Requests should include the following information:
 - i) Name of individual needing access and employee ID number.
 - ii) Calit2 sponsor's name
 - iii) Purpose (i.e. name of event)
 - iv) Start date/time of requested access (include setup time)

- v) End date/time of requested access (include tear down/cleanup time)****No event access will be given without termination date/time**
- vi) Areas of access requested (i.e. main entrance, theatre, conference room)

Keys

All keys are the property of Calit2 and may be recalled at any time. Keys may NOT be duplicated by groups. Duplication requests will be handled by Calit2 (see below under Key Requests). All original and duplicate keys must be returned to Calit2 when space is vacated.

POLICIES:

Sub-Master Keys:

- Submaster keys will rarely be checked out since they allow occupants to have access to spaces that do not belong to them. If this does happen, the group whose space is accessible with the submaster key must give permission for an occupant to use it.
- In the event that a submaster must be used, the key will be assigned to an individual. These keys have serial numbers stamped on each key to track its ownership. This number is not to be removed or altered in any way. Sub-master keys may not be traded or passed to other individuals or groups – they must be returned to Calit2.
- Some, but not all, spaces in the building can be keyed under sub-master systems. Any group may request consideration of a sub-master system for areas currently assigned, but this may not be feasible in shared spaces where multiple groups have conflicting needs and the cost must be incurred by the requesting group.

Individual Keys:

- Calit2 is given three (3) keys to each room at initial building occupation. These keys will be checked out to the space contact for each group and that individual will be responsible for distributing keys to others in the group for the duration of the group's occupancy in Atkinson Hall.
- If a room is shared among several groups, one key will be given to each group contact. If any group requires more than one key, there will be a \$3 charge per key. Fees for duplicate keys will be charged to the requesting group.
- Individual office keys are to be monitored at the discretion of a group's designated key monitor.
- Lock changes are to be handled on a case-by-case basis. A lock change must be requested the same way as key requests, and must have proper fiscal contact information. The charge for the lock change will be incurred by the requestor.

Lost Keys:

- Lost keys must be reported immediately to Calit2 Admin Services and Operations. A lock change may be required if the space is of particular security concern.
- Lost keys can be replaced at cost. Any re-keying required due to stolen or possibly stolen keys will be arranged by Calit2 at the cost of the group.
- Any charges for lost keys will be incurred by users. If all keys are lost to one door, the user or user's group will pay the cost for replacing the lock, in addition to new key costs.

Key Duplication:

- All key and lock work requests to the UCSD lock shop for locks/keys in Atkinson Hall will be coordinated and submitted for authorization by Calit2 Administrative Services/Operations.

Key Inventory:

- A Key Inventory is maintained by Calit2 Administrative Services/Operations, with a duplicate inventory maintained by the campus lock shop. The key inventory is to be reviewed quarterly for security.
- All university keys have corresponding distribution codes and serial numbers engraved on them for proper identification. These codes should not be altered or covered. Keys should not be tagged directly or marked by users.

Furniture Keys:

- Furniture, cabinet and Moby keys will follow the same policies and procedures as building keys.

PROCEDURES

Key Requests:

1. Each group should select a key contact for their space. Unless otherwise identified, this will default to the space contact. Only the group's designated key contact(s) can request and distribute keys.
2. The key contact will be given all corresponding keys to their space/rooms. For any additional keys or changes to key system, the key contact is to request the keys from the Calit2 Resource and Operations Specialist (Erika Hoff). Only the key contact can make key requests for the group to Calit2.
3. To request keys, the contact should fill out the FO2144 Key and Lock Request Form issued by PPS.. The form is also available at Calit2 Reception desk.
4. The space contact will need to assign an individual who will pick up the keys, and indicate this on the form. This form also requires the index number and job contact information. Calit2 Operations *must* sign the form to authorize all key duplicates and key change requests or PPS will not perform the work.
5. When keys are available PPS will notify the person indicated on the form that the keys are ready for pickup. For more information about PPS – please see ([URL](#)).

Key Return:

1. All keys are to be returned directly to Calit2 Administrative Services/Operations upon termination of use of space.
2. When a user or key contact returns keys, it will be documented on the key check out form with date and signature.