

DIN: 6010-1-01

Title of Policy: Access to Campus Facilities

Policy

The Northwest Technical College campus building is open from 6:45 a.m. to 9:45 p.m. Monday through Friday for access by faculty, staff, students and visitors to the campus; at all other times, the building is locked and monitored by BSU/NTC Public Safety. Access to the building at other hours is limited to those holding college-issued keyless access through pre-arrangement with the Facilities Director. Keyless access is issued by the Physical Plant Office located on the BSU campus in Deputy Hall, 3rd floor.

Purpose

The purpose of this policy is to inform the campus community with relation to building accessibility and security.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Facilities Director Public Safety Building Utilities Mechanic General Maintenance Workers	Ensure that the exterior/interior doors are shut and locked, lights are shut off, and everyone is out of the building during closed campus hours. Provide building access at other times only for activities/ individuals approved by the Facilities Director.
Administrative Assistant to the Lead Academic Administrator	Sign out and issue building keys, per supervisor approval.

Supporting References

Listed below are college document(s) that support this policy:

(List any college documents that support this policy.)

Compliance References:

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 08/22/19 4:10 PM
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