BUILDING SECURITY PRACTICES FOR BUILDING MANAGERS

General Building Security:

- An individual entering or exiting a secured building shall be responsible for ensuring the door is secured. Failure to do so may result in sole responsibility for any loss or damage to property or the building.

- Close and latch all windows in your building before leaving for the day.

- Do not prop open exterior doors, which would allow for unauthorized entry and possible theft or harm to others. An open door also allows for heat/cold from the HVAC system to escape the building, wasting energy.

- When entering a building with a key or access card, do not allow others to follow behind (piggyback) for the safety and security of property and occupants.

Keys:

Grand Master Keys: Never issue under any circumstances. Grand Master is only for KNOX BOX.

Building Master Keys: For Building Managers only. If department personnel request the temporary use of a building master key, it should be checked out and returned the same day. Policy should state that building master key is never taken home.

Departmental Master Keys: Should be issued based on a valid business purpose only.

DO’s and DON’Ts:

- DO - Stamp your keys with non-specific building codes or numbers NOT quad/building number.

- DON’T - Put keys on key rings that identify the building or room.

- DO - Serialize and record each key so that you know who has it. Update the list after any changes.

- DON’T - Leave your keys exposed in a door, file cabinet, desk drawer, or in hallway cubbies.

- DO - Always be sure to keep keys in a safe and secure place, never in plain sight and unattended.

- DO – Follow department key check out policy. When a department must loan keys, a sign in/out procedure must be strictly followed. Verify ID and contact

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information.

- **DO** – Require keys be returned at the end of each day when keys are loaned.

- **DO** – Hold exit interviews whenever staff leave their current position. Part of the interview is the return of all Stanford keys. Document date and time key(s) are returned and to whom.

- **DO** - If any key(s) is confirmed to be missing, lost, or stolen, you must follow the procedure below:

  1) Immediately report it to the Department Chair/Manager or Building Manager.
  2) If a building exterior key is missing, lost, or stolen, the Department Chair/Manager or Building Manager must immediately report it to the Department of Public Safety (DPS) by sending an email to **Bill Larson** at: william.larson@stanford.edu. DPS may post temporary security at the building if critical assets are at risk until locks are re-keyed. These charges will be funded by the responsible School or Department. The decision to provide security will be determined by the Building Manager and DPS.
  3) Call the Operations Center (3-2281) or submit a Quick Response Work Order to begin the process of securing your building. **Do not simply replace the key** with a new one.

**Card Access:**

- If your building has card access, the Building Manager may provide access by enabling your Stanford ID.

- Buildings that incorporate card access on the exterior doors will not be allowed to distribute exterior door keys.

- The Building Manager will manage access control and any related issues.

- Do not loan your card to anyone.

- If your card is lost, report to the Department Chair/Manager or Building Manager immediately.

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The Office Security Education Program (OSEP) was established in 2006 by the Stanford University Department of Public Safety (“SUDPS”) for the purpose of providing education and awareness on the vulnerability of laptops, office equipment, lab equipment, and personal valuables to theft in campus buildings and facilities. Most of these thefts are crimes of opportunity when property is left unsecured and unattended, or when an office, building, or facility is not properly secured. Careful attention to building and office security has been proven to reduce the opportunity for such thefts.

In an effort to educate staff, employees, and students about proper security measures to reduce or prevent thefts, SUDPS plainclothes security personnel are available to conduct unannounced security surveys of academic buildings and labs at the request of a Department Head or Building Manager. Our security personnel first attempt to enter a building or facility unchallenged. Once inside, they then move freely about while trying to avoid detection or challenge. They will document valuables that are exposed and unattended in unlocked offices, rooms, and labs. A warning tag is then left on the desk or chair advising that the property was at risk of being stolen. Upon completion of the survey, a detailed written report is provided ONLY to the Department Head or Building Manager which compiles and documents the results. The results should then be reviewed with staff and employees to demonstrate the importance of securing their valuables to help prevent theft AND to increase awareness and reporting of suspicious activities in and around their work environment. SUDPS is also available to return and meet with staff and employees to recommend preventive measures.

For more information, or if you would like to schedule an OSEP survey, please contact Bill Larson, Crime Prevention and Community Safety, at william.larson@stanford.edu.

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AFTER HOURS “LOCK OUT” ACCESS PROCEDURE

The following are procedures for gaining access to campus academic buildings when faculty, staff, and students are locked out “after hours”.

1. Faculty, staff and students (herein referred to as Responsible Party - RP) may contact Operators Center by dialing 723-2281.

2. RP is advised that a supervisor from DTZ will open door(s) during hours when DTZ has appropriate staff on campus and the following conditions are met:
   a) In all circumstances, the person must have a Stanford ID for identification. If no ID, the caller will be directed to Public Safety for assistance.
   b) The Building Manager must give approval to the OS Operator for the person to be allowed entry.

3. If the locked out person is allowed entry, they will be required to fill out a form for DTZ as documentation. DTZ will not follow the person into the building. A work order is entered by the Operations Center Operator to document the lockout service.

4. If conditions are met, but DTZ is not on site and will need to respond to campus, a fee will be charged to the person locked out, which may be subject to overtime and minimum hour requirements.

5. If DTZ is not on site and not available to respond, a BGM locksmith can be dispatched. (Note: there is a minimum four [4] hours call out charge for locksmiths). A University PTA will be required prior to dispatching a locksmith. Current rates for callout are $388

6. If the Operator is not able to get approval to allow entry, and the locked out person does not have a Stanford ID, but still insists they must enter the building, they will be advised to contact Public Safety for assistance by calling the 24/7 non-emergency Palo Alto dispatch number - (650) 329-2413.

This procedure does not apply to Residential & Dining Enterprises(R&DE), Athletics (DAPER), or School of Medicine (SoM) who have separate procedures.

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