

FACILITIES SERVICES STANDARD PRACTICE	
TITLE: 1-Card Access to Buildings and Fenced Locations	INSTRUCTION NUMBER: 33-4007A

I. GENERAL

Facilities Services employees need access to ECU Buildings and Secured Fenced areas by 1-Card Access for operational purpose to respond to requests during normal work hours and after normal work hours.

II. RESPONSIBILITIES

Individual Facilities Services employees are given 1-Card Access based on their level of need for operations as approved at upper management level (Assistant Directors, Directors, AVC).

III. DEFINITION

For the purposes of this FSSP, reference to 1-Card relates to Access Card System (Siemens) managed by the ECU 1-Card Office.

IV. PROCEDURE

Facilities Services employees are given 1-Card Access to their needed level at time of on-boarding or with change of position (if needed) as initiated by Assistant Directors (or Directors) via completion of **New Clearance Request Form** through the 1-Card Office and submission for required approvals. Facilities Services employees 1-Card Access is discontinued at their last day of employment (from resignation, retirement, termination, etc.) through the Human Resources Employee Exit Process requiring Written Notification to the 1-Card Office and collection of the employees physical 1-Card.

Facilities Services employees granted/approved access is reviewed quarterly by upper management level staff for the 1-Card Office report generated for our employees.

Facilities Services 1-Card Levels are classified as follows:

Level - General Access:

Generally, Buildings with Exterior 1-Card access are unlocked during normal/regular business hours for employees and public to enter as needed. Some, typically remote, outlying locations or high security Buildings with Exterior 1-Card Access are locked during normal/regular business hours (no public access) with 1-Card Access given to All ECU employees for entry (1.e.: Human Resources, Greenville Center, Brody Building).

Level - LIMITED - Exterior Doors only:

All Buildings with Exterior 1-Card Access are normally locked after normal/regular business hours; All Buildings exterior doors (no interior doors)

PREPARED BY: RMH/HRB	DATE OF ISSUE: 01/31/24	PAGE: 1 of 3
APPROVED BY: WEB	SUPERSEDES: 00/00/00	ORIGINAL ISSUE:01/31/24

FACILITIES SERVICES STANDARD PRACTICE

TITLE:

1-Card Access to Buildings and Fenced Locations

INSTRUCTION NUMBER:

33-4007A

can be accessed by Facilities Services employees using their 1-Card for the following groups:

- **Grounds Managers**
- **Grounds Supervisors**
- **Refuse Group**
- NOTE: Some Buildings have security alarm system and 1-Card Access will need to be coordinated with ECU Police (to deactivate alarm system).
- NOTE: Excludes restricted/high security areas; i.e.; guns, drugs, money

Level - BASIC - Exterior and Interior Doors only:

Buildings with Interior 1-Card Access (doors/rooms/etc.) are normally locked at all times; Interior Doors/Rooms (INCLUDING Exterior Doors – Limited) can be accessed by Facilities Services employees using their 1-Card for their respective campus for the following groups:

- **Managers within Service Centers**
- **All Buildings staff (including Informal Project Managers)**
- **All Utilities staff**
- **FEAS (Capital) Project Managers**
- NOTE: Some Buildings have security alarm system and 1-Card Access will need to be coordinated with ECU Police (to deactivate alarm system).
- NOTE: Excludes restricted/high security areas; i.e.; guns, drugs, money
- NOTE: MC Life Safety Shop Supervisor will coordinate as needed with HSC for access related to Fire Extinguishers and Elevators for operational purposes
- NOTE: Project Managers (FEAS & MC Service Center) will coordinate as needed with HSC for access related to Project work

Level - ADMINISTRATIVE - All Doors MC and HSC (All Times/Situations):

MC and HSC Buildings (all campuses) with 1-Card Access for Exterior and Interior doors can be accessed by Facilities Services upper management level staff to include Associate Vice Chancellor, Directors, and Assistant Directors.

Note: Excluding restricted/high security areas; i.e.; guns, drugs, money.

Level - EMERGENCY - Exterior Doors only (includes employees with Limited or Basis access):

All Buildings with Exterior 1-Card Access are normally unlocked during regular business hours, however, in some cases during weather events and/or emergency situations, exterior doors may be locked down campus wide during normal/regular business hours. **Note:** During weather events and/or

PREPARED BY: RMH/HRB
APPROVED BY: WEB

DATE OF ISSUE: 01/31/24
SUPERSEDES: 00/00/00

PAGE: 2 of 3
ORIGINAL ISSUE:01/31/24

FACILITIES SERVICES STANDARD PRACTICE

TITLE:

1-Card Access to Buildings and Fenced Locations

INSTRUCTION NUMBER:

33-4007A

emergency situations, 1-Card Office will activate 1-Card Access for mandatory employees campus wide for Buildings exterior doors (no interior doors) so Facilities Services employees can gain building access anytime (including afterhours and weekends) for campus response to the event as needed for the following groups.

- All Service Centers staff
- All Buildings staff (including PMs)
- All Utilities staff
- All Grounds staff
- All FEAS staff
- All Campus Operations staff
- NOTE: Some Buildings have security alarm system and 1-Card Access will need to be coordinated with ECU Police (to deactivate alarm system).
- NOTE: Excludes restricted/high security areas; i.e.; guns, drugs, money

Housekeeping:

Housekeeping employees 1-Card Access generally follows the same process as Facilities Services with access granted by Zones or Teams for only the area of work assignment or responsibility. Teams include the following: Administrative, Supervisors, Academic Teams A, B, C, D, E, F, G, H, Floor Techs, Housing and Student Centers.

Fenced 1-Card Access:

The Main Campus Steam Plant (14th Street) has fenced parking and operational area with 1-Card Access. This area is within the granted Levels per above for Facilities Services employees. In addition, 1-Card Access is granted for the Main Campus Steam Plant fenced area to ECU Police, EH&S, 1-Card, Refuse and Housekeeping Team E employees for after normal/regular hours for operational needs. Other ECU Departments needing access to the Main Campus Fuel Pumps after normal/regular hours are granted access by Call-Button at the 1-Card operated gate to request entry to On-Duty Boiler staff.

The Central Warehouse (220 Industrial Blvd) has fenced loading dock and laydown area with 1-Card access. This area is within the granted Levels per above for Facilities Services employees. Materials Management staff manages the 1-Card Access for this location.

PREPARED BY: RMH/HRB
APPROVED BY: WEB

DATE OF ISSUE: 01/31/24
SUPERSEDES: 00/00/00

PAGE: 3 of 3
ORIGINAL ISSUE:01/31/24