

Benjamin M. Statler College of Engineering and Mineral Resources

Electronic and Programmable Lock Policy

Objective

The policy defines the management, control, maintenance, and documentation for all electronic and programmable locks located throughout all Statler College-supported facilities.

Scope

This policy applies to all University staff, faculty, administrators, officers, contractors, visitors, and students. It further applies to all electronic and programmable locks located throughout all Statler College facilities.

Policy

1. All requests to install an electronic lock in Statler College facilities are to be submitted through the Statler College Building Supervisor. WVU Lock Shop and WVU Card Services will only accept requests from this person.
<http://its.statler.wvu.edu/policies-and-procedures/digital-and-electronic-lock-policy>
2. All electronic locks shall have at least the following Statler College positions with authorized access. Any exceptions shall have a memo of understanding on file in the Office of the Dean.
 - ✓ Statler College Lock Administrator
 - ✓ Dean
 - ✓ Assistant Dean (of Administration)
 - ✓ Associate Dean of Academic Affairs
 - ✓ Associate Dean of Research
 - ✓ Building Supervisor
 - ✓ Alternate Building Supervisor
 - ✓ Information Technology Director
 - ✓ Information Technology Assistant Director
 - ✓ Network Administrator
 - ✓ Key Administrator
 - ✓ Safety & Chemical Hygiene Coordinator
3. The following designated position(s) shall have supervisory/backup programming control over all Statler College electronic and programmable locks. Any exceptions shall have a memo of understanding on file in the Office of the Dean. Changes made in this role will be documented and communicated to the primary operator(s).
 - ✓ Statler College Lock Administrator
4. All electronic locks shall have the following special use cards authorized:
 - ✓ Building KNOX box used by fire department for emergency use for the building:
 - Advanced Engineering Research Building (AER)
 - KNOX BOX #060
 - Engineering Research Building (ERB)
 - KNOX BOX #005 ERB Ground, South, Parking Lot
 - Engineering Science Building (ESB)

- KNOX BOX #034 (67) ESB New Addition Ground, East, Parking Lot
 - KNOX BOX #006 (29) ESB Subbasement Loading Dock, South
 - Mineral Resources Building (MRB)
 - KNOX BOX #007 MRB 1st Floor, South, Loading Dock
 - ✓ Building Desk Card (AER, ERB, ESB, MRB): maintained by Assistant Dean for Administration
 - ✓ Agriculture Science Annex (ASA)... none
 - ✓ Clark Research Lab (CRL) ... none
 - ✓ Hanger (HGR) ... none
 - ✓ Prete - University Services Center (USC) ... none
 - ✓ White Hall (WHI) ... none
5. Some projects and areas may have restricted access clauses specified in contracts or regulations. All electronic locks that have special exceptions due to proprietary information or other such security considerations must have a memo of understanding on file in the Office of the Dean. This document shall be updated every six (6) months for accuracy and continuation.
6. For very rare instances when non-standard electronic locks are needed, their use must be authorized by the Office of the Dean and a memo of understanding must be on file in the Office of the Dean. This document shall be updated every six (6) months for accuracy and continuation. Any non-standard electronic and/or programmable lock must be replaced as soon as the project or restricted use ends.
7. The following shall apply to people that program electronic locks at Statler College:
- ✓ be full time Statler College staff or faculty
 - ✓ be approved in advance by the Dean
 - ✓ may allow others under their supervision to assist with programming locks
 - ✓ shall not permit unsupervised security access (password and/or hardware)
 - ✓ shall promptly revoke privileges of person no longer employed at Statler College
 - ✓ shall promptly revoke privileges of person upon change in status or responsibility
8. Statler College Key Administrator maintains an Onity Lock mechanical override key for AER, ERB, ESB, and MRB. Dean approval is required to possess this key. This is for emergency and maintenance use only. Extensive use will mechanically disable the lock.
9. WVU ITS locks are programmed by WVU ITS staff. The following positions will be given access to WVU ITS controlled doors:
- ✓ Statler College Building Supervisor
 - ✓ Statler College Building Supervisor Desk Card (AER, ERB, ESB, MRB)
 - ✓ Statler College Information Technology Director
 - ✓ Statler College Information Technology Assistant Director
 - ✓ Statler College Network Administrator
10. This document shall be reviewed and updated annually.

Definitions

1. The “Onity lock” is the WVU-approved standard offline electronic lock used throughout WVU facilities.

2. The term “CBord lock” is the WVU-approved standard online electronic lock used throughout WVU facilities.
3. Currently defined department acronyms:
 - ✓ ADM = Statler College Administration
 - ✓ CEE = Civil and Environmental Engineering
 - ✓ CEMR = College of Engineering and Mineral Resources
 - ✓ STATLER-IT = Statler College Information Technology
 - ✓ CBE = Chemical & Biomedical Engineering
 - ✓ CTEC = Classroom Technologies
 - ✓ FEP = Freshman Engineering Program
 - ✓ iDesign = iDesign Classrooms
 - ✓ IMSE = Industrial Management and Systems Engineering
 - ✓ LCSEE = Lane Department of Computer Science and Electrical Engineering
 - ✓ MAE = Mechanical and Aerospace Engineering
 - ✓ MINDEXT = Mining & Industrial Extension
 - ✓ MINE = Mining Engineering
 - ✓ ITS = WVU Office of Information Technology
 - ✓ PNGE = Petroleum and Natural Gas Engineering
4. Areas with restricted access must have at least the following groups listed (Onity Integra Database):
 - ✓ FM-FIRE-CW-CW-24 = Fire Control
 - ✓ FM-LOCK-CW-CW-24 = Lock Shop
 - ✓ KNOX BOX # = KNOX BOX for respective building
 - ✓ FM-UNITX-CW-CW-24 = After hrs response units
 - ✓ FM-UNITX-CW-CW-PM = After hrs response units

Appendices

- APP01 - Reference Tables
- APP02 - Forms
- APP03 - Integra Lock Light Indications
- APP04 - Onity offline lock battery maintenance
- APP05 - Onity XPP programmer battery maintenance
- APP07 - Lock policy organization chart
- APP08 - Web Links
- APP09 - Electronic and Programmable Lock Policy - Procedures

Restricted Access Areas ...

- APP10 - ESB G40A Data Center memo
- APP12 - WVU ITS Data Closet memo
- APP15 - ESB Clean Room memo (ESB G71, G75B, G75B1)
- APP16 - Museum Storage memo (MRB G06, 102D, 125)
- APP19 - ERB 212 Research Data Center memo
- APP26 - USC 3102 memo
- APP27 - AER 217 Research Data Center memo