



Building Curators' Meeting

Wednesday, January 16, 2019

1:30 p.m. KSC Governance Chambers

Agenda / Discussion Items

- I. Welcome and Introductions
- II. Curator Overview – Jacquie Mest
- III. RecycleMania, ShredMania, and Electronics Recycling – Jacquie Mest (for Melanie Knowles)
- IV. Upcoming Campus Improvements / Renovations – Michael Bruder
- V. Key Policies and Shared Services – AVP Pearson
- VI. Questions/Answers
- VII. Next Meeting – September 18, 2019 – 1:30 p.m. – Governance Chambers

Doug Pearson – Associate Vice President, Facilities Planning and Operations

Michael Bruder – Executive Director, Office of the University Architect

Roy Christian, Director of Operations, University Facilities Management

Melanie Knowles – Manager, Sustainability

Jacquie Mest, Contracts Manager and Building Curator Liaison, Office of the University Architect

The Building Curator provides assistance with coordinating the communication of safety, security, maintenance, custodial, energy usage, and other needs, and scheduling the use of their respective building with the various Kent State University offices responsible for those functions.

CURATOR

Communications

Building Curator serves as the main point of contact for their respective building.

Curator establishes internal communications to share with the building occupants. (memos, emails, listserv, bulletin boards)

Safety and Security

Curator collects departments' emergency plans and compile into the Emergency Response Plan for the building. Forward to the Department of Public Safety.

Public Safety offers assistance to the Building Curator for protecting a facility from crime: Security Surveys, Alarm Systems, and Crime Prevention Programs.

Anyone, not just a Curator, encountering an emergency condition must report ASAP:

Call 911: A condition which could result in a fire, serious property damage or injury/death must be reported to Kent State University Police dispatcher.

Call 22345: Report any emergency repair condition which poses danger to personnel or property, such as flooding, broken windows, electrical shorts, elevator outage, etc.

Access

University Policies concerning building hours and after-hours use were established to assist the Curator with addressing the physical security of facilities under their control.

Curators must sign an "Electronic Lock A" form for key card request for entry doors.

Maintenance

<https://solutions.kent.edu/flashtrack>: All requests for minor repairs must be made using University Facilities Management's FlashTrack online work request system.

Call 24301: Curator completes a Building Heating and Cooling Scheduling Request form to schedule the building automation system for heating and cooling.

Changes to the Physical Environment and Space Planning

Call 23880: The Curator should refer requests related to the change of the physical environment of the building to the Office of the University Architect.

Academic Scheduling

Call 23131: The Curator should contact the Office of the University Registrar to determine the schedule of an individual classroom or entire building and/or when there are two classes scheduled in the same room at the same time.

Event Planning and Scheduling

Call 23202: The University Events and Conference Services office processes requests to schedule facilities for other than authorized instruction, and will coordinate the use of the facility with the Curator.

DEPARTMENT OR INDIVIDUAL

Communications

Assign departmental representative as contact person for the Building Curator.

Disseminate information shared by Curator and follow-up with appropriate action.

Safety and Security

Create department's emergency response plans and share with the Curator.

Anyone encountering an emergency condition must report ASAP – do not wait to find a Curator to:

Call 911: A condition which could result in a fire, serious property damage or injury/death must be reported to Kent State University Police dispatcher.

Call 22345: Report any emergency repair condition which poses danger to personnel or property, such as flooding, broken windows, electrical shorts, elevator outage, etc.

Call 21950: Contact the office of Compliance and Risk Management to report potential safety hazards and to report injuries.

Access

Department head signature must be on file for key requests from the Lock Shop.

Key card requests must be accompanied by an "Electronic Lock A" form <https://www.kent.edu/ufm/lock-shopkey-requests>; department head and curator must sign the form; then department faxes the completed form to 27843.

Maintenance

<https://solutions.kent.edu/flashtrack>: All departmental requests for minor repairs must be made using UFM's FlashTrack online work request system. Services include repair or maintenance of facilities and equipment, door locks, lighting, heating and cooling systems, custodial, groundskeeping, pest control, waste management.

Changes to the Physical Environment and Space Planning

Call 23880: Departmental inquiries or requests related to the change of the physical environment of their office must be directed to the Office of the University Architect.

Academic Scheduling

Call 23131: The University Registrar should report missing furniture (tablet arm chairs, lecterns, tables, etc.) in a classroom to the Curator.

Event Planning and Scheduling

Call 23202: All departmental and all individual requests to schedule facilities for use other than authorized instruction must be processed through the University Events and Conference Services office.

MEST, JACQUELINE

From: Graham, Leah
Sent: Monday, January 14, 2019 4:51 PM
To: MEST, JACQUELINE; BRUDER, MICHAEL
Cc: Knowles, Melanie; KOLAR, DARLENE
Subject: RecycleMania info: Building Curator Meeting

Hi Jacquie and Michael,

Melanie and I cannot make the building curator meeting on Wednesday. (I am out of the office in the afternoon and Melanie will be at a conference). Would one of you be able to make a small announcement about RecycleMania below to share with the curators?

(Melanie might want to refine this information tomorrow.)

- **RecycleMania 2019: February 3- March 30**
 - We're still determining dates and locations for electronics recycling (E-CycleMania) and finding out if paper shredding (ShredMania) will take place and dates for it
 - We will send out an email to the building curator listserv once E-CycleMania and ShredMania dates and locations have been set

If time allows and it seems relevant to share:

- 2019 marks the 10th year Kent State University is competing in RecycleMania
- Everyone's actions to recycle and minimize waste at Kent State University divert thousands of pounds of waste from landfills, protect the environment, and conserve natural resources.
- During **8 weeks of RecycleMania 2018, Kent State University recycled 337,306 pounds** which prevented the release of 581 metric tons of carbon dioxide equivalent*, the same as taking 124 cars from the road for 1 year.
**
- Our 2018 campus recycling rate was 35%, double our recycling rate in 2012, and from waste audits we know there are still opportunities to improve.
 - Kent State recycles about 44,000 pounds of material per week and sends 83,000 pounds of material to the landfill. That amounts to about **1.4 pounds recycled** and about **2.6 pounds of trash generated per person per week**.
 - The largest recyclable components still ending up in our trash bins are plastics (plastic bottles) and paper.
 - Increased recycling saves money (reduced haul rates compared to trash), resources, and landfill space.

Thank you!
Leah

5 - 12.403

OPERATIONAL PROCEDURES AND REGULATIONS REGARDING SCHEDULE OF USE AND CLOSED PERIODS FOR BUILDINGS OF THE UNIVERSITY

(A) Purpose. The university strives to provide a safe and secure environment and to meet the educational and professional needs of students and employees. Toward this end, these procedures establish open and closed periods for university property, provide for extension of open periods, and prescribe conditions under which persons may use closed facilities.

(B) Scope. This policy applies to all university owned, operated, or leased property (collectively “university property”). Key and access card control at regional campuses and college of podiatric medicine are managed by the respective dean or delegate. Annually the regional campuses and the college of podiatric medicine shall submit specific key and access card procedures along with a complete inventory of keys and access cards to the associate vice president of facilities, planning and operations. Kent state university museum is responsible for managing access to the museum located in rockwell hall.

(C) Definition. The following definitions shall apply to this policy:

(1) Key holder or cardholder. Any individual who has been granted individual access to university property whether through keys, access cards, or other similar means.

(2) University facilities management (UFM). A unit of the facilities planning and operations department containing the lock shop.

(3) Access card. A card with magnetic stripe programmed to allow access via an electronic door lock.

(4) Vendor. A supplier, contractor, or other outside entity providing services or product to Kent state university.

(5) Master key. A single key that opens all doors in a single building.

(6) Grand master key. A single key that opens all doors in multiple buildings.

(7) Unit. A general term used in this policy to refer to the relevant office, department, center, school, college, division, etc. requesting access or responsible for access to a designated area.

(8) Unit administrator. A department head, department chair, or dean.

(9) Facilities, planning and operations (FPO). A department consisting of the units of UFM, office of the university architect (OUA), and sustainability.

(D) Procedures.

(1) Building curator. It is the responsibility of unit administrator, to nominate the building curator, who must accept such nomination in writing. The department chair or dean shall forward the nomination for approval by the associate vice president for facilities planning and

operations. Such approval may be withdrawn at the sole discretion of the associate vice president. Upon such withdrawal, the department chair or dean shall make another nomination. In the event a building curator is not nominated by the department chair or dean within a reasonable amount of time, the associate vice president may appoint an interim building curator until such time as a nomination is put forth. For buildings with multiple departments, associate vice president, facilities planning and operations, will coordinate with the departments to select nominee. The regional campus dean, or delegate, functions as the building curator.

(2) University property shall be locked when closed or otherwise not in use.

(3) Non-academic buildings. Open and closed periods for all non-academic buildings shall be regulated by the building curator.

(4) Academic buildings. All academic buildings are closed from eleven p.m. to seven a.m., Monday through Friday, and all weekend hours unless opened by request of the building curator, scheduling office, conference bureau, or other authorized university official. This schedule is based upon the normal use requirements. Special hours are established for the university library.

(a) It is permissible for a building curator to open a building during the regularly scheduled closed periods for departmental use only, by using the key card or entering a UFM work order. The building curator assumes responsibility for the unlocking and locking times by submitting a work order to UFM and informing police services of the special event schedule. It is permissible for the regional campus deans, or delegates, to approve access outside normal operations hours. It is permissible for a building curator to close a building outside the times listed above providing the building curator has met the following criteria:

(i) The building curator has consulted the office of the registrar, conference bureau or other authorized university official to ensure officially scheduled building use is not adversely affected by the earlier closing of the building.

(ii) The building curator has made arrangements with facilities, planning, and operations for the installation of electronic locking devices on one or two exterior doors that are located at the primary entrances to the building. These locking devices will allow authorized personnel access to the building during the time in which the building is closed by the curator.

(iii) The building curator has coordinated securing the doors with electronic locking devices with facilities, planning, and operations, and has made arrangements with police services and UFM to secure all other exterior doors of the building at the time designated by the curator.

(iv) Mechanical locking exterior doors will only be unlocked and locked for student events. Staff can use the card access doors.

- (v) The building curator has notified police services of the early closing dates and times.
- (b) In the event of absence, the building curator may appoint a temporary building curator in writing and notify the building occupants and the associate vice president, facilities planning and operations. Upon the building curator's return, the appointment shall immediately terminate. The building curator shall notify the associate vice president, facilities planning and operations, in writing, of resignation.
- (c) A university or university-contracted employee, or vendor, may use a closed building under the following conditions:

 - (i) The employee has the permission of the building curator.
 - (ii) University-contracted employee is engaged in the performance of a contracted job.
 - (iii) The employee displays an access card and, if employed by the university, possesses a valid Kent state university identification card.
- (d) A student may use a closed building under the following conditions:

 - (i) The student has the permission of the building curator, and department/school chairperson where appropriate.
 - (ii) The student possesses a valid Kent State university identification card.
- (5) Regional campuses and college of podiatric medicine are responsible for managing building access under the authority of the respective dean or delegate.
- (E) Violation. Failure to follow this rule may result in loss of access to university property or termination of appointment as a building curator, at the discretion of the senior vice president for finance and administration or designee.

Policy Effective Date: May. 15, 2019

Policy Prior Effective Dates: 5/16/1988, 10/3/2005, 6/1/2007, 2/4/2011, 3/1/2015

5 - 12.405

OPERATIONAL POLICY REGARDING KEY AND ELECTRONIC ACCESS CONTROL

- (A)** Purpose statement. This policy provides for the issuance and accountability of all keys and access cards, which control access to university-owned, operated, or leased properties (collectively “university property”). University facilities management (UFM), through its lock shop, is responsible for the administration of this policy and for providing keys and building access cards to university faculty, staff and students for all university property. Each regional campus and college of podiatric medicine has independent locksmith services operating with the parameters of this policy. Residence services has in-house locksmith services.
- (B)** Scope. This policy applies to any individual who has been granted authorized individual access to university property. All key and building access cardholders are responsible for the keys and access cards assigned to the individual. This policy does not apply to access to residence halls as managed by the department of residence services. The residence services lock shop is responsible for managing access control for all key and access cards to residence halls. Access to the Kent student center will be managed by the Kent student center administration. Keys and access cards will be supplied by UFM. Key and access card control at regional campuses and the college of podiatric medicine are managed by the respective dean or delegate. Kent state university museum is responsible for managing access to the museum located in rockwell hall.
- (C)** Definitions. The definitions provided in rule 3342-5-12.403 of the Administrative Code shall apply to this policy as appropriate.
- (D)** Procedure. UFM is responsible for the installation, changing or removal of locks and other forms of access to university property. UFM is responsible for the distribution of all keys and access cards, which shall remain the property of Kent state university. Key and access card control at regional campuses, residence services and the college of podiatric medicine and Kent student center are managed by the respective dean, department head or delegate. Annually, the regional campuses and the college of podiatric medicine shall submit specific key and access control procedures along with a detailed inventory of keys and access cards to the associate vice president of facilities, planning and operations. No person shall knowingly possess an unauthorized key or access card for Kent state university.
- (1)** Lost key or access card. In the event a key or access card is lost or stolen, UFM shall determine if rekeying of the point of access is required. Such determination will be made in consultation with the affected unit administrator, and any such costs associated with the rekeying shall be charged to the unit. Fees for keys lost or not returned by individuals upon leaving the university are the responsibility of the issuing unit.
 - (2)** Duplicating keys is prohibited.
 - (3)** All building master key and grand master key requests must be approved by the associate vice president for facilities planning and operations.

- (4)** Temporary access to areas may be granted to vendors only by FPO and police services. FPO is responsible for the development and implementation of the process for granting such access and shall communicate this process directly to affected individual units.
- (5)** Unauthorized locks are prohibited on doors and if found will be removed and discarded. Any damages or repairs resulting from the removal of unauthorized locks will be the responsibility of the unit responsible for the affected area if found in violation of this policy.
- (6)** Electronic locks installed on exterior door(s) must be connected to the KSU network centrally controlled system. The exceptions are regional campuses and the college of podiatric medicine.
- (7)** All key and access card requests shall be submitted on the UFM lock shop form. Keys are issued from UFM to individuals and will remain in the key holder's name until UFM physically receives and processes the keys as returned.
- (8)** Keys and access cards are issued from the Kent student center to individuals and will remain in the key holder's name until the Kent student center physically receives and processes the keys as returned.
- (9)** All key holders and access card holders shall report lost or stolen keys immediately within 24 hours of discovery to UFM lock shop and department or unit.

(E) Responsibilities.

- (1)** The unit administrator is responsible for:
 - (a)** The full implementation of this policy within the designated area;
 - (b)** Approving (or delegating authority to building curator to approve) key or access card requests and forwarding such requests for further processing in accordance with this policy;
 - (c)** Approving the completed annual key and card access inventory provided for in paragraph (E)(2)(b) of this rule; and
 - (d)** Maintaining appropriate departmental records subject to an internal review;
- (2)** The building curator is responsible for:
 - (a)** Reviewing an annual inventory, provided by UFM, for all faculty and staff who have key access to the building. regional campuses, residence services and the college of podiatric medicine shall submit a key inventory to UFM lockshop on an annual basis.
 - (b)** Renewing each semester the access cards issued to students who have continuing need for the access cards;
 - (c)** Building curators shall work with the registrar's office to obtain a course schedule prior to each semester, and issue mechanical keys to the instructor for access to the assigned

classroom. Curators shall request changes to staff access cards for access to classrooms by sending a list of changes, attached to a work order, to the UFM lock shop. The curator shall keep an inventory of keys and cards issued to instructors for access to classrooms which shall be submitted to the UFM lock shop for review twice a year.

(3) The individual requesting access is responsible for:

- (a)** Completing the appropriate request form and securing approvals;
- (b)** Picking up and signing for keys or cards from UFM lock shop;
- (c)** Only the keyholder and/or access cardholder may sign for the keys or access cards;
- (d)** Maintaining and securing keys or access cards under their control;
- (e)** Reporting lost or stolen to UFM immediately within 24 hours of discovery to UFM lock shop; and
- (f)** Paying any replacement fee resulting from loss or failure to return an assigned key.

(F) Violation. Employees in violation of this policy will be referred to human resources for appropriate disciplinary action.

Policy Effective Date: May. 15, 2019