

Humanities Division

Keys, Electronic Locks, & ID Cards

Policies and Procedures

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Obtaining Keys, PINs, and ID Cards

New staff/faculty who've been assigned an office or workstation will receive:

- Exterior door keys (to building office is located in)
- Office key(s)
- PIN for overnight access to electronically-locked spaces where access is needed (e.g. Academic Service Centers)

Additionally, staff, faculty, and student employees will need ID cards to open electronically-locked doors. If you do not already have an ID card, please:

- Fill out the request form [here](#) to be added to the Humanities Division ID card recharge list.
- Upload a photo to ID Card Services [here](#) to request your ID card.
- Once you have obtained your ID card from ID Card Services: inform Space & Operations Assistant Tony Grant (tegrant@ucsc.edu) so that he can get your ID card encoded appropriately for Humanities doors.

Exterior door keys to the Humanities 1 building will **not** be assigned to faculty, GSIs, Teaching Fellows, or TAs who do not have enclosed offices within the building.

Keys to the Academic Service Centers will no longer be distributed to new faculty or GSIs. If you already have a key to the ASCs, you may keep it and continue to use it.

Lock Schedules, Access, and Use

Lock Schedules

Many doors in the Humanities buildings, including the plaza-level double door front entrances for both buildings and individual office doors, are key-only spaces. Exterior doors operated by a key only (including the building front entrances) are generally unlocked at 6:30am and locked at 7pm Monday through Friday. These are done by hand, so the times can vary somewhat.

Some doors are under electronic locks. When they are locked, electronically-locked doors always require an ID card to enter and sometimes, during certain limited hours, require an assigned PIN as well. The locking schedule for commonly-accessed electronically-locked doors in Humanities 1 and 2 is listed below.

	6:30am-11:59pm daily	12am-6:29am daily
<i>Humanities 1 and 2 exterior electronically-locked doors (i.e. side doors)</i>	Unlocked Mon-Fri 6:30am-7:59pm; Otherwise card only	Card and PIN
<i>Academic Service Centers (HAS¹, CAS², SAS³); Digital media lab (Hum 1-120); Department suites (unless special schedule requested)</i>	Card only	Card and PIN

Access Guidelines

- *Keys, PINs, and ID cards are never to be shared.* If you need to request new access for yourself or someone else, please use the request form [here](#) (for PINs and ID cards) or [here](#) (for keys).
- If a staff or faculty member requests a key for an undergraduate student, the requesting staff/faculty member is ultimately responsible for the welfare of the key.
- An anti-tamper program engages if too many failed attempts occur on an electronically-locked door. This will cause the lock to lockdown and suspend entry (to all) for about a minute.

Using Electronic Locks

To use your card on an electronic lock, simply hold it in front of the card reader, which is just below the keypad on the lock.

If you are entering a door that requires card and PIN at that time, you will present your card, see a green flash on the keypad, and then enter your PIN.

¹ Humanities Academic Services, Humanities 1-215

² Cowell Academic Services, Cowell Academic 224

³ Stevenson Academic Services, Stevenson Academic 203

Lockouts, Malfunctioning Electronic Locks, and Power Outages

Lockouts

Please see the [Lockout Procedures](#) page of the Humanities website.

Malfunctioning Electronic Locks

If you are attempting to enter a room with an electronic lock and it appears to be malfunctioning or cannot recognize your ID card or PIN, please contact Tony Grant and he will try and assist you as quickly as possible, remotely or on site. Lock access may sometimes be impacted by system updates and programming work.

Please let Tony Grant know the date, time, and location of your issue as soon as possible after it occurs.

Power Outages

Our electronic locks contain backup batteries, so they will continue to operate during a power outage. However, they will not update—including adding any new users—until they reconnect to the server. Additionally, if there is a power outage for an extremely long period of time, the batteries in the electronic lock could be compromised and die.

Lost or Stolen Keys/ID Cards

If your keys or ID card have been lost or stolen, please contact Tony Grant as soon as possible, and at most within 24 hours. Failure to do so could result in a break-in. Please email Tony Grant at tegrant@ucsc.edu and cc Operations Administrator Meredith Pelrine at mpelrine@ucsc.edu.

In the event that you lose your ID card or key(s), you will be responsible for paying for replacements. Please see [ID Card Services](#) for information about replacement ID cards. The fee for replacement of a lost key is \$100.

If you find any lost staff, faculty, and/or student ID card or key (regardless of affiliation), please give it to Tony Grant. If he is not available, please drop it off at Humanities Academic Services in Humanities 1-215. If HAS is closed, please leave it in the dropbox in front of the office.