

Humanities Keys, Omni Locks & ID Card Policies & Procedures



- Assigning Keys, Access Codes, and Encoding ID Cards
- Key, Access Code, and ID Card Guidelines
- Malfunctioning Omni Locks/Power Outages
- Lost or Stolen Keys/ID Cards

A. Assigning Keys, Access Codes, and Programming ID Cards

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

- Exterior door keys (to building office is located in)
- Office key(s)
- Keys/access code to any conference room or lab where access is needed (i.e. Academic Service Centers)
- Optional (**but recommended**): ID card
 - If you are interested in obtaining an ID card, please fill out our ID Card & Access code form: <http://humanities.ucsc.edu/about/divisional-services/facilities/ID%20card-access-request-form.html>
 - Facilities Coordinator or Academic Services Manager will encode your ID card to open Humanities locations with omni locks.
 - If you need access to an omni locked room or building entry between the hours of 12am-7am, you will need *both an* encoded ID card and a valid access code (presented in that order).

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 ASCs will not longer be distributed to new faculty/GSIs. If you already have a key to the ASCs, you may keep it/continue to use it.

B. Key, Access Code, and ID Card Guidelines

Keys, access codes, and ID cards are never to be shared.

Locked out?

Business Hours: If you've left your keys at home or locked yourself out of your office during business hours (M-F, 8:30am - 4:30pm), please visit the Humanities Academic Service Center (in Humanities bldg. 1 room 215) and staff will assist you. If staff is out of the office, please see Facilities Coordinator, Tony Grant (in Humanities bldg. 1 suite 403 room D).

Evenings:

Key-Only Spaces

If you've left your keys at home or locked yourself out of your office in the evening (M-F) when no one is around, please contact the non-emergency Communications line at 831-459-4861 so they can send out a night-shift custodian (more information here:

<http://police.ucsc.edu/services/dispatch.html>)

- Night shift custodians are available from 5:30pm-2:00am Monday – Friday

Omni Lock Controlled Spaces

If you get locked out of an omni locked controlled space during the evening (M-F) when no one is around, please contact Tony Grant (831-459-4710) and he will try and assist you remotely.

- Voicemails sent to Tony will also convert to .wav file in an email. Make sure to include your name, call back number, location, and what area you are trying to get access for.

Weekends:

Key-Only Spaces

Please contact the non-emergency Communications line at 831-459-4861 so they can send out a custodian to assist you. Custodians are available on Saturday and Sunday from 6:00am-2:30pm and 5:00pm-1:30am.

Omni Lock Controlled Spaces

If you get locked out of an omni locked controlled space during the weekend, please contact Tony Grant (831-459-4710) and he will try and assist you remotely if he is available.

- Voicemails sent to Tony will also convert to .wav file in an email. Make sure to include your name, call back number, location, and what area you are trying to get access for.

Notes:

- On weekdays, the custodian will come around to lock doors around 7:00pm.
- Exterior doors with omni locks will automatically lock at 9:00pm.
- An anti-tamper program engages if too many failed attempts occur. This will cause the lock to lockdown and suspend entry (to all) for about a minute.

C. Malfunctioning Omni Locks/Power Outages

Malfunctioning Omni Locks

If you attempting to enter a room with an omni lock and it appears to be malfunctioning or cannot recognize your code or ID card, please contact Tony Grant and he will try and assist you as quickly as possible remotely or on site. There's a possibility the system is updating or Tony is working on programming a lock, which will affect the access towards a lock.

Please let Tony Grant know the date, time & location of your issue ASAP after it occurs.

Power Outages

Omni locks are battery operated and do not run on electricity so they **will not turn off** during a power outage and still record entries; however, if there is a power outage for an extremely long period of time, the batteries in the omni lock could be compromised and die.

D. Lost or Stolen Keys/ID Cards

If your keys or (programmed) ID card has been lost or stolen, please contact Tony Grant **ASAP** (within 24 hours). Failure to do so could result in a break-in. Please email: tegrant@ucsc.edu (please CC: Academic Services Manager, Kim Hwe: khwe@ucsc.edu)

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 the Humanities Academic Service Center. If ASC is closed, please leave in the drop box in front of the office.