

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[OTHER DOCUMENTS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.				

After Hours Access Procedure

Office of Administrative Responsibility:	Office of the Dean, Faculty of Medicine & Dentistry
Approver:	Dean of the Faculty of Medicine & Dentistry (or designate)
Scope:	Compliance with Faculty procedure extends to all members of the Faculty community and other members of the University community who are in facilities and buildings assigned to the Faculty of Medicine & Dentistry

Overview

The hours that the perimeter doors of Faculty buildings are open are established jointly between the Faculty and Facilities & Operations and are posted on the doors to the buildings. The hours of operation of individual units are set by the units themselves. Typically a unit's doors are locked outside of a unit's hours of operation. A key, an intrusion system PIN number and/or an access card may be required to gain access after unit hours and outside of normal building hours.

Purpose

This procedure describes the procedure for gaining access to Faculty buildings and Faculty spaces after hours.

PROCEDURE

1. AFTER HOURS ACCESS

- a. Anyone wishing to access Faculty buildings after hours will need a key and/or electronic access card with the appropriate access privileges.
- b. Anyone wishing to access Faculty spaces after hours will need a key, an intrusion alarm system PIN number and/or electronic access card with the appropriate access privileges.
- c. Always carry your University ONEcard when accessing the Faculty facilities outside of normal hours. Protective Services may require any person in the building to identify themselves as being associated with the University of Alberta and the Faculty.
- d. If you forget your key, PIN number or access card but still require access after hours, contact Protective Services. They will follow their process for confirming who you are and why you require access to determine whether to allow you in.
- e. DO NOT open an exterior or interior door for anyone. Everyone that is allowed access to the building and internal spaces should have their own key or access card.
- f. To help make our buildings safe and secure ensure that all doors close behind you as you enter and exit the buildings and spaces. Close any exterior or interior doors that you see left open.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended faculty-wide or institution-wide use. [\[▲Top\]](#)

	There are no definitions for this procedure.
--	--

OTHER DOCUMENTS

University of Alberta

- Lands and Buildings Security Policy
- Access Control/Security Systems on Urban Campus Areas Procedure
- Building Hours of Operation Procedure
- Control Centre Alarm Monitoring and Response Procedure
- Lock Changes, Key Request and Key Control Procedure

FoMD

- FoMD Physical Security Policy
- FoMD Designated Security Authority Procedure
- FoMD Security Plans for the Faculty Procedure
- FoMD Requesting a Security Assessment Procedure
- FoMD Requesting a Security System Procedure
- FoMD Funding for Security Systems Procedure
- FoMD Operation and Maintenance of Security Systems Procedure
- FoMD Responsibilities of Key Holders, PIN Holders and Card Holders Procedure
- FoMD Responsibilities of the Supervisors of Key Holders, PIN Holders and Card Holders Procedure
- FoMD Responsibilities of the Unit Administrator Procedure