

 <b>DEPARTMENT OF PHYSICS</b>	<h1>Policy</h1>	Doc. No: D0684-E-0001	Rev: 0
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# Policy

for

## Building Access and Key Control

### D0684-E-0002

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Document Revision Status							
REV	DESCRIPTION	RELEASE DATE	INITIAL AND DATE				
			CHG'D.	CHK'D.	ENGR.	APP'D.	APP'D.
0	INITIAL RELEASE	SEE COVER PAGE FOR SIGNATURES AND DATES					

Physics Departmental Approvals			
AREA	NAME	SIGNED	DATE
MAPS Representative		_____	
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## 1.0 POLICY

Gaining access to the building and to certain rooms during times when the building is closed is understood to be a fundamental need for a research facility. In parallel with this need for access is an equally important need to maintain security of the facility and safety of the occupants. Consequently, the department allows undergraduates, visitors, faculty, researchers, and staff the opportunity to request building access and to be granted such privilege when the approved procedures to gain access are followed.

In addition to access to the building and rooms, the department also recognizes the need to lock and secure the desks and cabinets that are present in offices and labs. Consequently, keys for desk and/or cabinets are also granted to occupants when proper request procedures are followed and conditional requirements are met.

## 2.0 POLICY GUIDELINES

### 2.1 DEFINITIONS

Building Access - the capability of entering the Physics Research Building and/or Smith Laboratory during hours of the day when the building is closed.

Room Access - the capability of entering a specific room or group of rooms within the Physics Research Building and/or Smith Laboratory.

Desk/Cabinet Access - the capability of locking or unlocking a specific desk, cabinet, or other furniture item within the Physics Research Building and/or Smith Laboratory.

### 2.2 BUILDING ACCESS RESTRICTIONS

*INSERT SOME WORDS HERE*

### 2.3 ROOM ACCESS RESTRICTIONS

*INSERT SOME WORDS HERE*

### 2.4 DESK / CABINET ACCESS RESTRICTIONS

*INSERT SOME WORDS HERE*

 <b>THE OHIO STATE UNIVERSITY</b> <b>DEPARTMENT OF PHYSICS</b>	<b>Policy</b>	Doc. No: D0684-E-0002	Rev: 0
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**3.0 REFERENCES**

- 3.1 GUIDING DOCUMENT:      Physics Department - Pattern of Administration
- 3.2 PROCEDURES:              D0684-SP-E002 Building Access and Key Control Procedure
- 3.3 WORK INSTRUCTIONS:    none