

<b>Policy title</b> Electronic Fob Policy: Access to Campus Facilities	<b>Category</b> Human Resources Public Safety/Risk Management
<b>Owner</b> Physical Plant	<b>Approved by</b> Ad Council

## Policy statement

In an effort to improve campus safety and security, a new fob access policy has been implemented. Beginning 8/18/2023, NWU campus buildings will be closed overnight but can be accessed with electronic fobs during the following hours:

### Public Hours (Monday – Friday)

- 7:00 am – 5:00 pm (Academic Buildings)
- 7:00 am – 7:00 pm (Story Student Center)

### **Fob Access to Academic Buildings and Student Center**

- 7:00 am – 11:00 pm (Students - 7 days a week)
- 7:00 am – 11:30 pm (Employees - 7 days a week)

### **Library Hours (no fob access)**

- 7:45 am – Midnight (Monday -Thursday)
- 7:45 – 5:00 pm (Friday)
- Noon to 6:00 pm (Saturday)
- Noon to Midnight (Sunday)

### **Special Events**

- **Submit a maintenance request** when events require doors to be unlocked in the evening, weekend or outside of fob-accessible buildings.

### **Fob Information**

- Students and employees needing a fob may request one from the Physical Plant Office.
- Lost fobs will be charged \$10.00 for a replacement.
- Broken fobs may be returned and replaced by the Physical Plant Office.
- Allowing anyone else access with my key/fob may be grounds for disciplinary action and termination of access.