

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

## Policy statement

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

### Public Hours:

Academic and Administrative Buildings: (Monday – Friday) 7:00 am – 5:00 pm

Story Student Center: (Monday – Friday) 6:30 am – 8:00 pm

(Saturday) 10:45 am – 4:00 pm

Cochran Woods Library: (Monday - Friday) 7:45 am – 5:00 pm

### “Fob Access” allows access for the following hours, in addition to Public Hours.

Academic Buildings with **Fob Access:** 7:00 am – 11:00 pm (Students - 7 days/week)  
7:00 am – 11:30 pm (Employees - 7 days/week)

Student Center with **Fob Access:** 7:00 am – 11:00 pm (Students - 7 days/week)  
7:00 am – 11:30 pm (Employees - 7 days/week)

Library Hours with **Fob Access:** 5:00 pm - Midnight (Monday through Friday)  
Noon to 6:00 pm (Saturday)  
Noon to Midnight (Sunday)

**For Special Events:** Authorized employees may submit a maintenance request when events require doors to be unlocked in the evening, weekend or outside of fob[1]accessible buildings.

**Lost Fobs:** Students and employees needing a fob may request one from the Physical Plant Office using the online Maintenance Request Form while being logged in to confirm one's identity and authorization to request access.

Students and Employees who lose a fob will be charged \$10.00 for a replacement. Broken fobs may be returned and replaced by the Physical Plant Office without charge.

**Sharing or Allowing Others to use your Fob Access:** Allowing anyone else to access campus property using a key or fob assigned to a student or employee may be grounds for disciplinary action and termination of access.