Procedure No. 125-A

Subject: Student Living Access (student rooms)
For Facility Repairs or Remodel

Date Written 2/21/02          Effective Date: 7/1/10
Date Revised: 6/14/10
Approved By: Senior Director of Facilities Services
Distribution: All Facilities Services Staff, Housing Staff, Auxiliary Services, College Public Safety, and IT Departments

Policy Statement:
The Facilities Services Department, in coordination with Student Services, is responsible for providing the highest level of security while still providing access control into student living space for maintenance and modifications to student living spaces within the budget and resources available. This policy outlines procedures for providing access into student rooms by staff and outside contractors.

Procedures:

I. Common Conditions

1. WHEN A CONTRACTOR (AND STAFF) COMES ON CAMPUS TO COMPLETE WORK, THEY MUST COME TO THE FACILITIES SERVICES FRONT OFFICE AND SIGN IN FIRST. The Contractor/Visitor Sign-In Logs are maintained for this purpose. It records: date; contractor; employee name; job location; sign-in time; sign-out time; and Linfield employee's initials that checked out the key.

2. The Facilities Services Department will verify the contractor is authorized to be on campus usually with the staff supervisor who scheduled them.

3. ALL contractors and contractor's staff (Non-Linfield College staff) will be issued ID Badges, which MUST be displayed while they are on campus. Badges MUST be turned in daily unless another pre-arrangement has been authorized by the project manager and the Facilities Services Front Office.

4. Unless a case of an emergency, work in Student Living Spaces may not start until 9:00 AM and shall be completed by 6:00 PM during any time the student space is occupied. Work may start earlier during the Summer Season. Work may also start earlier in the suburb or campus apartments, if authorized by student(s). Staff must obtain the name(s) of the authorized student(s) which live in the affected work area prior to entry.

5. When a student requests work through the work order system, the act of requesting is considered permission for staff/contractors to enter the student's room. No advance notification is required. When more than one room is required to be entered at any one time, then notification is required. Notification must be given to Housing and student(s) 24 hours in advance of entry and is the responsibility of the Facilities Services Supervisor. Non Facilities Services Departments (Conferences, ITS etc) will need to provide their own notification either by phone, e-mail or in-
person to both the student(s) and Facilities Services. If the work is deemed an emergency by Facilities Services i.e., broken pipe, the 24-hour notice is waived.

6. Keys are to be checked out at the Facilities Services Front Office and signed for in the Key Log. **Keys are Not** to be issued from the Housing Department or Auxiliary Services to any maintenance staff/contractor, unless of extreme emergency.

7. Unoccupied buildings do not require escorts and keys may be issued directly to contractors.

8. Locks and/or keys refer to any mechanism used to secure a student’s room. This may include standard lock and keys and any electronic card access system.

9. **When badges and/or keys are given to employees/contractors they must be returned and accounted for daily.** After completion of the job, keys are to be returned to the Facilities Services Department and signed in the Key Log Book. The only exception to this rule is when “Badges and/or Keys” are given out for long term construction or cleaning projects. In that case, they are to be signed out as long-term and signed back in at the end of the project.

10. **For Keys Not Returned** the contractor shall be charged $50/key and the actual cost of re-keying the “at risk areas” in the building.

II. Access by Linfield Staff into any student living space for repairs and/or modifications to the space.

1. Escorts are not required and Linfield employees may enter into a student’s room after knocking and announcing entry into the space. It is not a policy that two employees are required to be in a space during repairs.

2. When the space is occupied, Facilities Services staff is required to display a “**yellow hang tag**” on the exterior of the space. After work is completed for the day, the “**yellow hang tag**” will be left identifying if the work is complete or status if pending, (requires contractor; materials required; and estimated time when staff or a contractor will return). Facilities Services employees will remove the lower portion of the tag, complete the required information and leave that portion with the appropriate RA/AD as notification.

III. Access by Contractors into Student Rooms in Residence Halls for repairs or modifications (See Buildings Identification).

1. Any time a living space in a Residence Hall is occupied, contractors are required to have Linfield escorts in the student space during the entire repair process. **This may be waived for common student areas or empty rooms.** Securing escorts is the responsibility of the Facilities Services Supervisor or other appropriate non-Facilities Services Department personnel managing the repair or modification. This is **not** the responsibility of the Facilities Services Front Office. Escorts are not required for unoccupied buildings.

2. Contractors must report to the Facilities Services Front Office and log in for a “Contractor Badge and be issued a “**green hang tag**”. Keys will not be issued to the contractor but to the escort, except where appropriate in the case of Access Keys for common student areas or empty rooms. Escorts for student rooms are not allowed to loan keys to contractors. It shall be the responsibility of the party whom the keys were issued, to return keys to the Facilities Services Front Office at the end of the work period and sign in, as appropriate, on the Key Log.

3. If the room is vacant, escorts will ensure that “**green hang tag**” is left on the door and properly filled out.

4. Upon completing work, contractor will remove the detachable portion of the “**green hang tag**”, that indicates a Contractor is inside, fill out remaining card as necessary, leave “**green hang tag**” in the student space, and return the removable section of the “**green hang tag**” to the Facilities Services Front Office.
5. After all work is completed, the contractor is to secure the work area, return the Contractor’s Badge and applicable keys to the Facilities Services Front Office, and sign out as appropriate in the Contractor and Key Log.

IV. Access by Contractors into Student Rooms in Suburb and Campus Apartments for repairs and modifications (See Addendum of Buildings).

1. All contractors that require access into a student space are required to have escorts, unless prior arrangements have been approved by the project supervisor and written notification given to the Facilities Services Front Office. Escorts are to be provided by the Facilities Services Supervisor or appropriate non-Facilities Services Department personnel, not by Facilities Services Front Office personnel. Escorts do not need to remain with the contractor during the repair process.

2. Contractors must log in for a “Contractor Badge, Access Keys where appropriate and be issued a “green hang tag” from the Facilities Services Front Office and complete the appropriate log books. It shall be the responsibility of the party whom the keys were issued, to return keys to the Facilities Services Front Office at the end of the work period and sign in, as appropriate, on the Key Log.

3. Escorts do not need to stay with the contractor while work is in progress, but will announce entry and ensure no surprises to sleeping students.

4. Escorts may leave the contractor and hang completed “green hang tag” on exterior door. If the contractor leaves the room for lunch or other reason, return access into the room will require an escort.

5. Upon completing work, contractor will remove the detachable portion of the “green hang tag”, that indicates a Contractor is inside, fill out remaining card as necessary, leave “green hang tag” in the student space, and return the removable section of the “green hang tag” to the Facilities Services Front Office.

6. After all work is completed, the contractor is to secure the work area, return the Contractor’s Badge and applicable keys to the Facilities Services Front Office, and log out as appropriate in the Contractor and Key Log.

BUILDING IDENTIFICATION
STUDENT ROOM ACCESS POLICY
6/14/10

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<tr>
<th>RESIDENCE HALLS</th>
<th>SUBURB/APARTMENT</th>
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<tbody>
<tr>
<td>Anderson Hall</td>
<td>Pioneer Hall</td>
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<td>Campbell Hall</td>
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<td>Dana Hall Apartments</td>
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Emmaus House
Apts - 1155 Blaine St.
Apts - H.P. Park (Bldgs A thru F)
Apts - Legacy (550 Edmundston)
Apts - 540 Linfield Ave.
Apts - 382 College Ave.
308 College Ave. (House)
1220 Melrose St. (House)
308 College Ave.