

Room Access

Lenel Access Policy:

Purpose: This policy outlines the procedure for requesting and maintaining access to the College of Design, Construction and Planning (College) rooms, ensuring that only those with an active need are granted entry. The main goal of this policy is to support integrity of the vast amount of equipment possessed by the College and protect faculty-maintained equipment housed in rooms.

Applicability: Applies to all individuals, employed in the College, needing access to any Lenel-controlled, College rooms. Faculty must request permission from the Dean's Office for non-employed students that require access to a specific room.

Definitions: Lenel readers are the card readers that are used to access the rooms. Access is granted to an individual via their UFID card (physical or mobile) to enter rooms using the Lenel reader.

Rooms, also known as:

Brasfield+Gorrie Construction Research Hub (AH4202)

Jon and Jodi Kurtis Research Lab (AH3200)

Autodesk Design and Make Lab (AH2210)

Kornblau Family IDC Lab (AH4222)

VR Lab (AH3224)

Lighting Research Lab (AH4224)

Acoustics Research Lab (AH3220)

Jim and Alexis Pugh Materials Library (AH4203)

Siemens Lab for Technology and Innovation (AH3222)

DCP Model Shop (AH2225)

FabLab (AH2220A)

Lab Manager Office (AH2223)

Metal Shop (AH2224)

Baker Concrete CNC Lab (AH2226)

Laser Lab (AH2221)

Holder Construction Lobby (AH2200A)

Supervisor: person responsible for overseeing the faculty member, graduate assistant, or staff that is requesting access to room.

Lab Coordinator: faculty or staff responsible for a room within the Collaboratory.

Policy: The College of Design, Construction & Planning at the University of Florida is committed to managing secure access to room equipment. We recognize the importance of flexibility in the workplace while also valuing the essential security management of equipment, which requires in-person work of many individuals using these common pieces of equipment provided by the Department. In pursuit of these objectives, the College of Design, Construction & Planning established an access model that supports flexibility to give and remove access to these room spaces as needed. This policy provides a framework for implementing and revoking access to rooms within the College, ensuring consistency, security, and availability. It is important to note that final approval of any Lenel access request is at the sole discretion of the Associate Dean of Facilities or the Associate Dean's designee and may be revised or revoked at any time. The Associate Dean reserves the right to make decisions regarding Lenel access based on needs or other relevant factors.

Eligibility: Access to the rooms will be granted based on the specific tasks the individual is performing, ensuring that all individuals who require access have a clear need for the facilities. When a request is made, the requestor's supervisor shall review and approve the request indicating that the requestor has a valid need for access and is eligible for access.

Procedure:

1. Information required – For each individual requiring access to any of the rooms, the following information should be provided:
 - Full Name
 - UFID
 - Position/Role
 - Supervisor
 - Specific Room(s) Needed
 - Expected Duration of Access
 - UFirst Project Number (if applicable)
2. Submission Process:
 - Individual requesting access completes the online Room Access Form providing the required details.
3. Review and Approval:
 - Lab Coordinators will review requests to ensure requestor has necessary training and expertise to use room and that room is available for use during the requested time. The Supervisor will then review the access request and verify the necessity of access and eligibility of the requestor. Final approval will be made by the Associate Dean for Facilities or the Associate Dean's designee.

- Lenel Access for User:
 - If access is approved for the user, the Dean's Office will provide the user with a Lenel Access User Agreement. Once the user returns the agreement certifying acknowledgement of proper usage and compliance, access will be added to their physical/mobile UFID.
 - Lenel Access User Agreement:
 - As an authorized user with Lenel access to one or more of the rooms in the College of Design, Construction & Planning, I acknowledge the following:
 - I will not loan, give possession, or misuse Lenel access given to me.
 - I will not prop open the Lenel access doors.
 - I will not use equipment I am not trained in that I have Lenel access to.
 - I understand that violation of this agreement may result in revocation of access privileges and/or render me responsible for the expense of damaged equipment or missing materials due to the misuse of my Lenel access privilege.
4. Notice of Changes or Termination:
- The Dean's Office, Lab Coordinator, Supervisor or Human Resources reserves the right to implement changes to or terminate room access at any time.

Access Maintenance & Compliance

Access Maintenance:

- Access permissions will be reviewed regularly or upon significant changes in room requirements, lab activities, personnel, or project requirements.
- It is the responsibility of the Supervisor to inform the College of any changes in personnel or their access needs promptly.
- The Human Resource Specialist and Associate Dean should be notified immediately if access needs to be revoked.

Compliance:

- All individuals with access must comply with safety regulations mandated by the UF Environmental Health & Safety office and any additional rules specific to the equipment/rooms.
- Unauthorized access or misuse of the facilities (examples: propping doors open or using equipment you are unfamiliar with) may result in revocation of access privileges and/or other reimbursement actions.

Room Access Forms

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