The Student Union Access Control Administrators are responsible for granting and removing access to any and all offices, rooms and/or hallways within the Student Union building, as well as enforcing the Student Union Building Key & Card Swipe Access Policy.

I. The Student Union Access Control Administrators responsibilities are as follows:
   • Associate Director - grants/removes both building key & card swipe access.
   • Assistant Director of Operations - grants/removes card swipe access.
   • Loading Dock Manager - grants/removes building key & Global Facilities Management System (GFMS) Key Boxes access

II. Building Key checkout & Card Swipe Access Procedure:
   • Download the Student Union Building Key & Card Swipe Access Request Form from the Student Union website (www.studentunion.uncc.edu/).

   • Approved individuals (full-time staff, student employees, partners and/or vendors) must complete a Building Key & Card Swipe Access Request form before they are issued any keys or card swipe access to the Student Union.

   • Each key approved by the Student Union Access Control Administrators will be recorded in the Student Union KeyTrak Database. The Loading Dock Manager is responsible for maintaining the KeyTrak Database and G.F.M.S. Key Boxes. The Loading Dock Manager will retain the original completed Building Key & Card Swipe Access Form obtained from the key-holder and their supervisor. A digital copy of this form will be e-mailed to the individual key-holder and saved on the Student Union Operations Google Drive.

   • Individuals requesting Card Swipe Access must secure permission from their supervisor prior to being granted keys or card swipe access.

   • All keys referred to in this policy are the property of the Student Union and are not to be duplicated by any faculty, staff, student, partner, or vendor. Unauthorized duplication of a key, or the possession of a duplicated key, will result in disciplinary action against the responsible employee, student, partner, or vendor.

   • Upon termination of employment, student status or contractor status, all keys must be returned to a Student Union Access Control Administrator. Failure to return keys may result in the holding of an employee’s account or a charge to a student account until the keys are returned or the cost of re-coring the key and a key replacement fee has been paid.

   • The Student Union Access Control Administrators will be required to perform annual audits of the Card Swipe System and Student Union Key Database. Unusual occurrences related to issuing approval, access, or unauthorized transferal of keys may result in an audit of key control records.