



Building Security

[*Owner: Office of Buildings*]

Building Security

The front door of the Pastoral Center is auto-timed to unlock at 9:15 a.m. and lock each evening Monday-Friday; access to other exterior doors of the Pastoral Center requires an electronic keycard. Interior doors and area doors remain locked at all times and employees are expected to enter using the electronic keycard. Individual offices may be locked at the employee's discretion. However, when no one is present inside an individual office the door shall be closed.

Since service is a significant part of the mission and ministry of the Diocese, people are constantly in and out of the buildings; therefore, valuables should not be left at the work site. Lost and found items should be turned into the receptionist and missing items should be immediately reported to the Chief Operating and Financial Officer. The Diocese is not responsible for lost or stolen personal items or property.

While the maintenance crew is responsible for the overall cleaning of buildings and the general maintenance of the grounds and parking areas on campus, employees are expected to help keep the facilities neat and tidy by picking up litter on the grounds and maintaining office spaces and common areas.

Keys

A key control system is enforced to provide protection and security of Diocesan buildings and properties. The Diocese uses an electronic keycard system for the exterior doors of the Pastoral Center. Office of Computer Operations/Technology is responsible for electronic keycard management and issues, activates and deactivates the key fobs. Keeping the buildings secure is very important, and lost keycards are to be reported to Computer Operations immediately. New hires will receive necessary keys during orientation and must return all keys upon exit interview at the time of separation of employment. The Director of Buildings/Construction handles the management and distribution of keys required for indoor access for all ongoing employee needs. Additional key requests must be made by the Director.