UUFB Building Access Codes Policy
Approved by the Board February 14, 2022

This policy establishes a process for managing door entry and security codes to control entrance to the UUFB building. A basic principle of building security is to control and limit access. At the same time, we wish to encourage full use of the building by the Fellowship. To achieve these ends, building users with different needs are placed in 5 categories with different requirements for assigning and retiring codes.

Building access is obtained by use of a door entry code (a substitute for a physical door key) and a code to be entered in the keypad of the monitored security system. For the purposes of this policy, a single door entry code and a security system code together, provided to one or more users, is a "Code Set."

A separate policy will include instructions and training for using the security system, to arm the system when leaving the building, and disarming it upon entering.

1. **Responsibilities of building users**

   Care and protection of the building is a shared responsibility. Follow the instructions below to ensure safe and efficient access to the building.

   a. Individuals assigned Code Sets must receive training on how to disarm and arm the security system.
   b. Do not share codes with anyone. If someone does not have the necessary codes and needs access to the building, please refer them to a staff member.
   c. If you enter the building and notice something amiss - no heat or electricity, leaking pipes, missing equipment, etc., contact a staff member as soon as possible.
   d. If you are the last person to leave the building,
      - Turn off all lights.
      - Ensure that all windows are closed.
      - Check that all doors are secured and locked:
        - Ensure that the front door is locked and the vertical bar is latched.
        - Check that the rear door will lock from the outside upon closing. (If not, you need to insert the hex key into the door push-bar bar to engage the lock.)
      - Arm the security system.

   e. If you need to leave while others are still in the building, ensure that someone is designated to close and is trained how to arm the security system.

2. **Assigning Building Access Codes**

   a. Categories – Individuals and contractors in the categories described in Section 3 may be approved to hold building access codes.
   b. Requests – An individual may request building access codes based on the categories in Section 3. The Building Manager, Board Officers, or Minister may approve assigning building access codes.
   c. Assignment – The Office Administrator assigns building access codes to approved individuals or groups and communicates the codes to the individual(s); the Building Manager may act as a backup.
   d. Unique Code Set – Each authorized user or category of users is provided a unique door entry code. The same security system code may be assigned to multiple users and categories as part of the Code Set.
   e. Record keeping – The Office Administrator keeps a record of all individuals assigned Code Sets.
   f. Retirement – When the Code Set for a user or a category of users is retired, only the door entry code must be deleted; the security system code may be retained for other users.
   g. Periodic reassignment of code(s) –
      ● Building access is reviewed annually by the Building Manager with input from Board Officers, Minister, and the Office Administrator, typically after a new Board of Directors is installed.
      ● Where required in Section 3, new door entry codes are assigned to approved individuals and contractors, and the old codes are deleted.
      ● Security system codes do not need to be changed periodically unless there is a security concern.
      h. If building access is abused, the Building Manager and/or Board may address the issue as appropriate.

3. **Access Categories**

   a. <u>Category 1</u>: Minister and Staff
      ● A Code Set will be assigned to the Minister and staff members.
      ● Upon an individual's departure, their door entry code will be retired, and a different code assigned to the remaining employees.

   b. <u>Category 2</u>: Board members, committee chairs, and ongoing building users.
   This category includes principle building volunteers and regular social and hospitality volunteers.
      ● A Code Set will be given to those requiring access.
      ● A single Code Set may be provided to all Category 2 users.
      ● The Code Set will be reviewed and reassigned annually.

c. <u>Category 3</u>: Cleaning Company's bonded and insured employees; ongoing renter groups.
   - A different Code Set will be assigned to each category 3 party.
   - The Code Set will be reviewed and reassigned annually. or when the contract is ended and not renewed.

d. <u>Category 4</u>: One time user: UUFB member, friend, or a renter
   - An individual Code Set will be assigned.
   - The Code Set will be retired after the event.

e. <u>Category 5</u>: Emergency Use Code
   - An emergency Code Set is available to church staff and the Board President to give out in case immediate building access is needed
   - This Code Set will be retired after use.