



Procedure Number: CS 201

Procedure Title: Building Access Control

Relevant Board Policy:

Relevant SACSCOC Principle:

Originating Unit: College Services

Maintenance Unit: College Services

Contact for Interpretation: Vice President of College Services

- I. **Purpose:** To establish a standardized, secure, and accountable process for the issuance, tracking, control, and deactivation of physical keys and access badges. This procedure ensures that Northeast Lakeview College (NLC) facility access is granted only to authorized individuals when necessary, supports the protection of college assets and sensitive information, and reduces the risk of unauthorized entry or security breaches. **This procedure addresses facility keys and does not address auxiliary keys such as file cabinets, desk drawers, lockers, or vehicle keys.**

Definitions:

Building Access Devices: A generalized term for keys, fobs, and identification badges used to grant access to spaces on campus.

Key: A physical device used to grant access.

Fob: A small security device that, when used in conjunction with an assigned code, can grant access.

Identification Badge: A physical identification badge with programmable access. Identification badges are required to be on the person of all full-time and part-time NLC employees while working.

Proximity Access Lock: A magnetic door lock requiring an ID badge to gain access. Proximity access locks are assigned unique identifier codes by building and door.

Computer Managed Door Lock: An electromechanical lock requiring a fob and access code to gain entry. Access can also be granted with the correct physical key.

Key Request Form: The form used by employees and contractors to request physical keys to access NLC spaces.

Building Access Control Form: The form used by employees and contractors to request identification badge access to NLC spaces.

Contractor Identification Badge: A physical identification badge used by contractors for access to electronic doors. NLC contractors are required to use contractor keys or contractor identification badges for authorized access to NLC spaces.

Contractor Key: A physical key authorized for contractor use. NLC contractors are required to use contractor keys or contractor identification badges for authorized access to NLC spaces.

## II. Procedure Statement

This procedure outlines the steps for requesting, approving, issuing, tracking, and recovering access devices. It defines roles and responsibilities to ensure that access credentials are issued based on authorized business need and are properly documented, monitored, and revoked when no longer required. Access devices may be issued and restricted as determined by administration.

### A. Issuance of Building Access Devices

1. Employees or contractors requesting access to a Proximity Access Lock must submit a “Building Access Control Form” specifying the areas requested to College Services. The form can be obtained by contacting College Services at [nlc-cs@alamo.edu](mailto:nlc-cs@alamo.edu).
  - a. Employee requests must be reviewed and approved by the employee’s supervisor, Dean (where applicable), and the Vice President of College Services.
  - b. Contractor access requests must be reviewed and approved by the department coordinating vendor access and the Vice President of College Services.
  - c. Approved access requests must be submitted by College Services to the Alamo Colleges District Police Department to enable access. Any requests that do not go through College Services will be returned.
2. Employees or contractors requesting physical keys must submit a “Key Request Form” specifying the requested keys to College Services. The form can be obtained by contacting College Services at [nlc-cs@alamo.edu](mailto:nlc-cs@alamo.edu).
  - a. Employee key requests must be reviewed and approved as

follows:

- i. Individual Room Key Request requires Department Chairperson or Director approval.
    - ii. Department Master Key Request requires Dean and presiding Vice President approval.
    - iii. Building Master Key Request requires the presiding Vice President, Vice President of College Services, and College President approval. Issuance of this key shall be restricted to those with pre-approved justification.
    - iv. Campus Grand Master Key Request requires College President and Associate Vice Chancellor of Facilities Operations approval. Issuance of this key shall be severely restricted.
  - b. Contractor key requests must be reviewed and approved by department coordinating vendor access and the Vice President of College Services.
  - c. Approved key requests are submitted by College Services to the Facilities Department to issue keys.
  - d. College Services will issue keys to the requesting employee or contractor. If an employee is unavailable to pick up keys, a direct supervisor may pick them up on their behalf.
3. College Services will maintain records of all access devices issued and to whom.
  4. Duplication of any Alamo Colleges District / Northeast Lakeview College key is strictly prohibited.
  5. Employees or contractors requesting a key fob or access to a Computer Managed Door Lock must submit a “Key Request Form” specifying the requested location(s) to College Services. The form can be obtained by contacting College Services at [nlc-cs@alamo.edu](mailto:nlc-cs@alamo.edu).

- a. Contractor key fob requests must be reviewed and approved by department coordinating vendor access and the Vice President of College Services.
  - b. College Services will issue fobs only to the requesting employee or contractor. College Services will maintain access device records.
6. If any of the above forms are incomplete or incorrect, College Services reserves the right to return them to the requestor.

B. Lost/Damaged Access Devices

1. Individuals issued access devices are responsible for safeguarding them.
  - a. If an employee is requesting a replacement for a broken or defective key or fob, the original must be included with the request.
  - b. If an employee or contractor is requesting a replacement for a lost or stolen access device, an Alamo Colleges District Police Department report should be included with the request.
    - i. Employees and contractors must report lost or stolen access devices to the Alamo Colleges District Police Department within 24 hours of loss or theft to ensure a report is generated.
    - ii. Employees and contractors must also report lost or stolen access devices to the Director of College Services and College Risk Management via email within 24 hours to ensure the security impact is assessed.
2. If a key is lost, the individual issued the key may be required to pay a fee as determined by the respective supervisor, ACPD, and campus administration. If a master key is lost, the responsible individual may be required to pay for replacement keys and the rekeying of affected doors.
3. Payments for lost keys may be made in person at the College Business Office or online through the Alamo Colleges District Marketplace Mall.

- a. To pay in person:
  - i. Go to the College Business Office
  - ii. Complete a “Deposit Form”
- b. To pay online:
  - i. Visit the Alamo Colleges District Marketplace Mall
  - ii. Select “ACD Business Offices”
  - iii. Select “District Business Office”
  - iv. Select “Reimbursement of Equipment – District”
- c. If payment is required due to lost keys, a receipt must be provided before new keys are issued.

C. Access Device Return

- 1. When an individual who has been issued an access device leaves or transfers within NLC for any reason, the assigned department is responsible for ensuring the return of all access devices in accordance with the Employee Exit and Transfer Procedure.

Attachment:

Originator: Joseph Hansell

Date Approved: May 12, 2026

Last Updated: 03/20/2026

Approved: Thomas Walker

Title: Vice President of College Services

Jun 23, 2026