



61.06

The purpose of this Texas Tech University Health Sciences Center (“TTUHSC” or the “University”) Operating Policy (“OP”) is to outline access procedures for TTUHSC facilities as part of a comprehensive plan to ensure that a safe and secure environment is maintained for all employees, students, and visitors

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1. Background

TTUHSC controls access to all buildings by limiting and controlling the use and function of both electronic badge access cards and mechanical keys. This serves to maintain security while providing access to university facilities for the benefit and betterment of the university community and to fulfill the mission of the university. This building entry and access policy reflects the complexity of the university’s multi-campus; its academic, research, and service-oriented mission; and its commitment to provide necessary access to university facilities among the unique needs of diverse stakeholders, including patients, learners, faculty, staff, contractors, and visitors.

2. Scope

This policy applies to all TTUHSC faculty, staff, students, university contractors, and visitors who have authorized use of TTUHSC facilities. Additionally, this policy applies to all facilities owned by or leased to TTUHSC.

3. General Building Access

- A. With the exception of public entry points described in Section 3 below, exterior access points to TTUHSC facilities are generally secured and locked, controlled by electronic access or mechanical key access. Entry through these exterior access points is limited to TTUHSC faculty, staff, students, and university contractors and visitors with authorized access badges and/or keys.
- B. Some spaces may have additional authorization requirements due to certain special conditions, , physical hazards, chemicals, radiation, and biological materials.
- C. Interior access points may be restricted based on an individual’s roles and responsibilities, , access to particular office suites within a building may be granted to

- C. For access to building equipment rooms, interstitial, and tunnel systems, refer to TTUHSC Operating Policy 61.16.
- D. For control and issue of keys to university buildings, refer to TTUHSC Operating Policy 61.24.
- E. For identification/access badges, refer to TTUHSC Operating Policy 76.02.