

ROOM ACCESS

PURPOSE

To define the rationales and procedures to access the office, room, or University facility of another staff person.

POLICY

1. All University office space, University-provided supplies and equipment remain the property of the Commonwealth of Massachusetts. At times, it may be necessary to gain access to an office, room, or University facility for a reason. This access may be necessary to check inventory, to reclaim equipment, perform maintenance, for a software or equipment audit, or in response to an emergency.
 - a. A university official shall not enter the office, room, or university facility of another staff person unless that person is present, has granted permission for the access, and is knowledgeable about the access or in the case of an emergency.
 - b. Staff members who need general access to University offices must inform the University community indicating the general requirements of the needed access and to solicit the cooperation of faculty and staff. Faculty and staff members who have a conflict with such a request shall then make other arrangements for access. An example of such a request for access would be to inventory University equipment.
 - i. A signed work order or equipment sign out sheet will be considered as permission to enter university space as stated in Section 1a listed above to perform the stated work or to retrieve equipment.
2. Facilities and Operations staff may need access to offices at various times of the day or evening for routine (cleaning) or emergency maintenance to building systems, i.e., telephone lines, computer lines, etc. During normal business hours, every attempt will be made to contact the office/space occupant and/or department secretary or supervisor. If the area is closed, Section 3c (below) will be followed.

Westfield State University

Policy concerning:

Section Administrative

number 0110

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3. If the staff person is unavailable or has made no other arrangements for room access and the situation merits access, as stated above, the following steps are required.
 - a. The staff person's supervisor, department chair or designee is to be contacted and, if permission is granted, shall accompany the person in need of access to the room/space to be accessed.
 - b. If the staff person's supervisor, department chair or designee refuses to allow access to the space or is unavailable, and the situation merits access, as stated above, a Public Safety Officer can provide such access. In addition to the Public Safety Officer and person needing access, one additional person shall be present. The person needing access also must respond, in writing, to the person who occupies the space to indicate the reason for the access, and the day and time of the access. This information will also be entered in the Public Safety log.
 - c. In the case of an emergency such as a threat to persons or property, fire, or personal injury, access can be gained with help from a Public Safety Officer. Access in emergencies will be documented in the Public Safety log.
4. Faculty and staff are reminded that the use of state University space and property is intended for work related to the institution and is protected as such. Personal items and/or property are not covered for loss or damage by the University.

REVIEW

This policy will be reviewed annually by the Assistant Vice President of Administration.