

## **Campus Gate Opener/Bollard Key Policies and Procedures**

The following policies and procedures will be used to request and issue Garland Avenue automatic gate openers and bollard keys to Facilities Management employees, University of Arkansas departments and University approved vendors, contractors and organizations. All issues will be made from the Campus Key Office [at Facilities Management] and can be on a temporary or permanent basis. Gate openers/bollard keys will be considered and handled as master keys. Facilities Management (FM) will underwrite all costs associated with the issue of gate openers to FM staff, the Fayetteville Fire & Paramedic department, and any state/local agency that provides a campus life and/or safety service. Temporary issues to others will require a deposit to be posted. All issues will be done on a Gate Opener/Bollard sign out form. Refunds of check or cash deposits will be handled through the University Cashier's Office. **Gate openers/bollard keys are issued for the sole purpose of allowing temporary motor vehicle access to facilities for the loading/unloading of equipment and delivery of services to the campus community. All departments/organizations/vendors issued gate openers/bollard keys must adhere to the University parking policy. Being issued a gate opener/bollard key does not imply nor grant special parking privileges.**

### **1. Gate opener/bollard key issues to FM employees**

FM employees will check out gate openers/bollard keys through the Campus Key Office. Facilities Management is responsible for all costs associated with gate openers issued to FM staff. FM employees will use the Gate Opener/Bollard sign out form available at the campus key office. Prior to issue, the key clerk will verify the form is completed properly to include the employee's name and crew assignment, serial number of the unit being checked out, and the required approval signature from the respective FM division. FM approval is required for all gate opener/bollard key issues, temporary or permanent, even if being used for only a short time. When returned, the key clerk will note the return on the issue form and place it in the "returned gate openers/bollard keys" file. Lost or stolen gate opener/bollard key procedures and fees that govern University departments and organizations will apply to all FM employees.

### **2. Gate opener/bollard key issues to U of A departments and organizations**

All University departments and organizations will request the use of gate openers/bollard keys through the Campus Key Office. FM will approve the length of use and issuance of any gate openers/bollard keys before they are signed for. University departments and organizations will request either temporary or permanent issue of gate openers/bollard keys on the Gate Opener/Bollard Key request form. Copies of this form are available on the FM web page and at the Campus Key Office.

**a. Temporary Issue**

All issues 20 working days (Monday through Friday) or less will be considered temporary. University departments and organizations will provide an internal PO# on their issue request form to secure a \$50.00 deposit. Registered Student Organizations and other University groups that do not have University accounts will be required to submit a check to secure the required deposit. Should the opener/bollard key be lost, stolen or is not returned by the due date, the deposit will be forfeited. Those approved for temporary issue of gate openers/bollard keys (20 working days or less) will be required to return the unit to the Campus Key Office no later than close of business (C.O.B.) on the last day of approved issue. When University departments return the gate opener/bollard key within the specified temporary sign out period, the Campus Key Office will not process the departmental PO#. The Campus Key Office will attempt to contact those with outstanding issues the morning following the unit's scheduled return date. If the unit is not returned by C.O.B. (4:00 PM) that day, the Campus Key Office will process the PO# and the department will forfeit their deposit. At this point, Facilities Management may enlist the assistance of UAPD to retrieve the unit.

**b. Permanent Issue**

Departments may request permanent issue of gate openers/bollard keys. FM must approve all requests for permanent issue. When a campus department makes an initial request for a quantity of openers/bollard key(s), they will be issued at no charge. If one of the units a department is issued quits working, gets damaged, gets stolen or lost, replacement units will be issued at the current selling price. The actual cost of a gate opener/bollard key shall be the current replacement cost as valued by Campus Central Supply at Facilities Management (575-3840). Departments will be required to provide a valid PO number at the time replacement units are requested. If a department determines they need more units than they originally requested, once approved, those units will be issued at the current selling price. Departments issued gate openers on a permanent issue will be responsible for the replacement of the unit's batteries.

**3. Gate opener/bollard key issues to non-university entities**

All other entities, including, but not limited to, vendors (such as Coca-Cola, UPS, Arvest Bank, etc.) will pay a \$150.00 deposit (which includes the current replacement cost of a unit as a non-refundable portion of the deposit) before being issued a gate opener/bollard key. The deposit is payable by check or cash. Campus Key Office personnel will ensure vendors and contractors understand the deposit and user fee

requirements before issuing any units. When returned, the key clerk will note the return on the issue form and place it in the “returned gate openers/bollard keys” file. Receipts will be given for all deposits and fees.

**a. Temporary Issue**

Those approved for temporary issue of gate openers/bollard keys (20 working days or less) will be required to return the unit to the Campus Key Office not later than 3:00pm on the last day of approved gate opener issue. The Campus Key Office will attempt to contact those with outstanding issues the morning following its scheduled return date. If the unit is not returned by C.O.B. (4:00 PM) that day, the deposit will be forfeited. At this point, Facilities Management will enlist the assistance of UAPD to retrieve the unit.

**b. Permanent Issue**

Those issued gate openers on a permanent issue will be responsible for the replacement of the unit’s batteries. Units that become inoperable or are damaged must be returned to the Campus Key Office. Inoperable or damaged units will be replaced at the unit’s current replacement cost as previously defined above. An additional deposit will not be required.

**4. Lost or stolen units**

Units/bollard keys that are lost or stolen will require the submission of a lost property report to University police by the entity to which the gate opener was issued. The Campus Key Office will require proof of submission prior to issuing any replacement units. Lost or stolen units will result in the forfeiture of the holders’ deposit and require a new deposit and/or non-refundable user fee for any subsequent requests to replace the lost or stolen unit. Damaged or inoperable units will be replaced at the unit’s current replacement cost.

Current as of: November 16, 2015