

HSC Building Access Policy

Building Entrance

HSC staff will receive swipe card access for entry door as appropriate.

Students will receive swipe card access for student hours that are listed on the HSC website.

Swipe Cards

Swipe cards will be provided for doors with swipe card readers.

Program Directors will provide the Administrative Coordinator with the list of students, along with room numbers for swipe access to specific labs/rooms.

Building Keys

HSC staff will receive keys for their individual office, classrooms, labs and shared areas. Staff should contact the Administrative Coordinator for a key request form.

Students are not provided keys. If a UWL graduate student is considered an employee by UWL's HR department, key access can be granted as appropriate.

Key Access Parameters

- Individual Office
- Shared Classrooms
- Conference Rooms
- Shared Labs by Programs (PT/PTA, OT/OTA, etc.)
- Exclusive Labs

Key Owner Responsibilities

Keys are assigned to each individual staff person and each person is responsible for the security of the key. Keys should be kept in staff's personal possession and not lent out.

If a student needs access to an area that is locked, the owner of the key must open the door vs. providing the key to the student.

Accessing a Locked Area (i.e. forgot key)

A program assistant can unlock and lock doors as needed as deemed appropriate related to request.

If a program assistant is not available, UWL police should be contacted for access.

Custodians

- Not allowed to unlock doors for individual requests (i.e. office, students)
- May unlock for groups if provided notification in advance from the Consortium Office.
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Lost or Replacement Keys

Immediately report any lost or stolen keys to the Consortium Office (608.785.5150 or at hscinformation@westernnc.edu). A new key request form will need to be completed to receive a replacement key. Costs associated with key replacement and re-keying will be charged to the individual or department.

Returning of Keys

When an individual ends employment at the HSC, the key(s) should be returned to the designated contact for the department/organization on the last day of use and/or during exit interview. This includes leave of absence, resignation, retirement, or relocation of offices.

The designated contact for the department/organization should return the key(s) to the HSC information desk within two business days after collection. All key transfers occur through the HSC information desk to maintain the key database.

Audit of Keys

Keys will be audited when deemed appropriate.

HSC Management Group approved November 9, 2023

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Contact information update August 7, 2025