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| This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility. | | | | |

Operation and Maintenance of Security Systems Procedure

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| Office of Administrative Responsibility: | Office of the Dean, Faculty of Medicine & Dentistry |
| Approver: | Dean of the Faculty of Medicine & Dentistry (or designate) |
| Scope: | Compliance with Faculty procedure extends to all members of the Faculty community and other members of the University community who are in facilities and buildings assigned to the Faculty of Medicine & Dentistry |

Purpose

This procedure describes the responsibilities and the process for the operation and maintenance of security systems.

PROCEDURE

1. FUNDING FOR THE OPERATION AND MAINTENANCE OF SECURITY SYSTEMS

- a. Funding for the maintenance and operation of security systems is the responsibility of the requesting unit.
- b. Units are to be mindful of such costs and budget accordingly.
- c. The Security, Health & Safety Advisor can assist units in developing their maintenance and operating budgets for security systems.

2. MAINTENANCE AND REPAIR

- a. There are a number of reasons why a security system may not appear to be working. The Security, Health & Safety Advisor is to be contacted first to review the problem before submitting a maintenance request.
- b. Intrusion detection system maintenance is coordinated by Protective Services.
- c. Access control system maintenance is undertaken by Facilities & Operations.
- d. Telephone numbers to place an after-hours trouble call are:
 - i. Facilities & Operations Maintenance Desk (780) 492-4833
 - ii. Protective Services (780) 492-5050.

3. ACCESS CONTROL SYSTEM DATABASE ADMINISTRATION

- a. A database for the management of the access control system in Faculty buildings and spaces is to be established and maintained by the Security, Health & Safety Advisor, or by the unit administrator in units that choose to undertake this. The data is drawn from a number of different sources including the master database from Facilities and Operations, the ONEcard office and staff personnel records. The data obtained is to be used for the purpose of managing the access control system and is to be used for no other purpose. The data is to be maintained in a confidential file and access to the file is to be restricted to those persons authorized to administer the system.

- b. Intrusion detection system database administration is undertaken by Protective Services.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended faculty-wide or institution-wide use. [[▲ Top](#)]

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| | There are no definitions for this procedure. |
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OTHER DOCUMENTS

University of Alberta

- Lands and Buildings Security Policy
- Access Control/Security Systems on Urban Campus Areas Procedure
- Building Hours of Operation Procedure
- Control Centre Alarm Monitoring and Response Procedure
- Lock Changes, Key Request and Key Control Procedure

FoMD

- FoMD Physical Security Policy
- FoMD After Hours Access Procedure
- FoMD Designated Security Authority Procedure
- FoMD Security Plans for the Faculty Procedure
- FoMD Requesting a Security Assessment Procedure
- FoMD Requesting a Security System Procedure
- FoMD Funding for Security Systems Procedure
- FoMD Responsibilities of Key Holders, PIN Holders and Card Holders Procedure
- FoMD Responsibilities of the Supervisors of Key Holders, PIN Holders and Card Holders Procedure
- FoMD Responsibilities of the Unit Administrator Procedure