

## Exterior Locking Upgrade Building List

Harry Griffith Hall  
Student Health Center  
Science D  
Student Business Services  
Siemens Hall  
Science A  
Science B & C  
Founders  
Behavioral & Social Science Building  
Recreation and Wellness  
Gist Hall  
Forbes  
Kinesiology and Athletics  
Student Recreation Center  
Wildlife  
Natural Resources  
Library  
Forestry  
Van Metre  
Nelson Hall East  
Nelson Hall West  
Theatre Arts  
Music A  
Music B  
Art A  
Art B

## Exterior Building Locking System FAQ's

🏢 **How will building occupants get new keys to access the building?** - Building occupants with exterior keyed access will be issued a new key card. Facilities Management (FM) will initiate the key request process and will also integrate your existing key card template into the new card. The cards will be made available at the parking kiosk and an email will be sent when the card is ready for pick-up. Due to the fact that we are pushing out this request, we will make special accommodations if required.

🏢 **Will my existing building hard keys work to access the building once the new system is installed?** - Yes. Current exterior key holders will still be able to use their hard keys to access the building and allow time for all key holders to receive their new key cards. Once we have issued all of the key cards we will be changing the core of the lock cylinder (Hard Key) to only allow access for UPD and select maintenance personnel to minimize the risk of lost keys.

🏢 **What do I do with my existing hard key and key cards once I get my new HID key card?** Please bring your hard key with you and turn it in when you pick up your new key card.

🏢 **How will the new key cards work?** The new key cards will have two layers of technology, magstripe and HID chip technology.

- a. The magstripe will work on existing card lock doors the same way the existing keycards function, by "dipping" the card into the card reader slot.
- b. The HID technology will work on the new exterior door hardware. At the exterior locations there will be a small black box (reader) next to the entrance that will have a red light constantly shining. Present the card to the reader and the light will turn green and you will hear the sound of the door unlocking. At that point in time the doors will unlock and you can enter the building. The lock is on a time delay and will relock once you are inside the building. The card work by getting the card close to the reader but does not necessarily have to touch it (similar to many hotels).

🏢 **Will the new key card eliminate the need to carry multiple keycards?** This is our goal. We will likely have some complicated templates that will take time to transfer over to one card but with time we will get there.

🏢 **How will this affect Key Advisors and the process of ordering keys in the future?** This will be a work in progress as we create new templates and we plan to work with the Key Advisors to find the best path forward.

🏠 **Will the doors automatically unlock with a schedule?** Yes, a schedule will be programmed into the card reader to auto lock and unlock at predetermined times.

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🏠 **Will there be a keypad on any of the exterior doors?** Yes. Each building will get at least one door with a keypad that we will have the ability to issue 6-digit codes. We plan on using this feature on a limited basis. Each code will be unique to the user. Our goal is to use this feature for temporary access for event or weekend users.

🏠 **Can issued cards have specific times and days that it is active?** Yes. The system allows for parameters to be put in place for specific users. This might be helpful for student worker access or part time staff that don't have a reason to be in the buildings on nights and weekends.

🏠 **Do the new key cards have a hole punched in them for use with a lanyard?** No. Due to the fact there are electrical components within the key card itself, a hole is not possible. FM will be purchasing a lanyard attachment that will hold the card and allow for clipping to a lanyard.

🏠 **Where did the funding for this project come from?** The base funding for this project came from the Chancellor's Office in 2017 to address our aging campus locking system and building security. The remaining funding came from the campus maintenance budget.

If you have any questions about the operation or capabilities of the new locking system please direct them to Facilities Management [fm@humboldt.edu](mailto:fm@humboldt.edu)

Thank you all for supporting us as we complete a long awaited project.