

Access to Building and Site Information	Original Dated: 4/2/2013 Revision Dated: 01/16/2018
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Context

The University recognizes the need to provide a safe and secure environment for students, faculty, staff and visitors as well as to protect confidential or proprietary operations that may exist in certain buildings and to protect the University's assets from theft, damage or other inappropriate or illegal acts.

This procedure is implemented to allow access to building and site information for legitimate reasons and in support of the University's academic mission only when the concern for safety, security and protection of confidential operations can be addressed to a reasonable level of confidence and the misuse of drawings, specifications and other documents related to building and site information can be managed to the satisfaction of University administration.

Procedure

The University will consider requests for building and site information from consultants, contractors, students and other members of the University community where there is a legitimate reason for the request and any known or perceived elements of danger, reduced security or a potential of diminished confidentiality do not outweigh the potential benefit of the Access to Building/Site Information. The University will also consider public access laws, where applicable, to address requests from parties not affiliated with the University. Unless required by law or University policy, requests from outside parties shall not be considered.

It shall be understood that certain buildings and surrounding areas are considered critical to the nature of their operations or usage. Building and site information will not be released under normal circumstances in the areas that include, but are not limited to:

- Residential complexes
- Medical complexes
- Buildings occupied by children
- Buildings with the routine presence of chemical or hazardous waste, including research laboratories
- Buildings associated with critical University operations, such as data centers or energy plants
- Buildings occupied by law enforcement units

All requesting parties must follow a prescribed process, including the completion of the on-line 'Access to Building/Site Information Request'¹ form acknowledging relationship to the University and that the Confidentiality Statement has been read and understood. The University requires completion of the form and signature to allow the University to consider risk factors and potential benefits of allowing access. If it is agreed to allow access, the information will be retrieved by Document Management staff or Facilities Planning and Design staff. Such staff will schedule a viewing time for the appropriate documents wherein electronic or hard copies, as deemed appropriate, will be made available. In some cases, such information may be revised that is considered by the University as safety- or security-sensitive, as determined on a case-by-case basis by the parties reviewing the request.

Student Request Procedure

The University will consider requests for building and site information from students ONLY when a University professor has assigned a class project requiring University building and/or site information. The student must completely fill out the 'Access to Building/Site Information Request' form acknowledging which professor assigned the class project and briefly describing said project and the student must check the box that the confidentiality statement has been read and understood. The professor will be contacted before any information will be released to any student and is also required to sign the student's request form.

Responsibilities

University Facilities Project Manager or Manager/Supervisor:

- **Students, Staff, or Faculty:** Direct faculty, staff and students to utilize the UB Website for the 'Access to Building/Site Information Request Form.'
- **All other requestors:** When a project requires engineering and consulting firms to access, view and retain needed information, the Project Manager or Supervisor will notify Document Management staff, by email or by personal introduction. Document Management staff will supply the appropriate form. Project Managers will notify Document Management staff of the following: Firm or firms working on the project, personnel names, project number, project name and the type of information they will likely access.

Document Management Staff:

- **Students, Staff, or Faculty:** Document Manager will receive email notification of 'Access to Building/Site Information' and completed form. Document Management will require a signature and school identification (UB Card) before request will be handled.
- **All other requestors:** All requests for building and site information must be accompanied by a completed "Access to Building/Site Information Request" form which includes acknowledgement of the Confidentiality Statement. Document

¹ : X:\Finance and Administration\Procedures-Internal\Access-Confidentiality\Access to Bldgs Sites Form-32013.docx

Management staff will supply the appropriate form. The “Access to Building/Site Information Request” form is associated with a particular information request, project, bid opportunity or purchase order and with a particular person (not the firm/department with which they are associated). A log of all requested drawings, specifications, O&M manuals or Project Manuals given out will be maintained and will reference the request number associated with the signed “Confidentiality Statement”

Physical Space Administrators:

- Utilize the UB Website for the ‘Access to Building/Site Information Request Form’ for students, staff and faculty.
- Notify and work with Document Management if the request exceeds floor plans and CAD requests.