

FS DDC Project Access Planning Steps

If **Key or Card access** is needed in a building or space on campus, the relevant teams (DDC, FS Maintenance) should coordinate the type of access before a contract is awarded.

1. Determine the path from outside into the area of work, and which doors will need access.
2. Determine how the space is currently secured and if the work can align with those times or if special access is needed. Determine the D-level and department contact. Discuss access needs and timelines with the department contact to ensure space access is well coordinated.
3. If keyed, determine if the key can be issued to the contractor, if the core needs to move to a construction core temporarily, or if a key ring should be built and placed in the DDC Key Box. General guidance is below:
 - a. For assignable/occupied spaces where access is needed for one or two rooms, up to a couple of weeks in duration, issue the key for the space to the contractor.
 - b. Where spaces are being vacated during construction, and work will last more than two weeks, change to a construction core and issue the construction core key.
 - c. When multiple assignable and occupied rooms need to be accessed through a suite or building, a key ring in the DDC key box is the best route. The contractor-issued access card can be programmed to the DDC Key Box and a specific key ring.
4. If card access, determine the doors that require a card swipe and request FS Security to create a *Contractor Access Level* with those doors. The [Card Access Request Form](#) can be used for this if it's simple. Otherwise, formalize the request in an email to uaf-security-configs@alaska.edu. Provide door numbers, the project name/acronym, project timeline, and the point of contact.

Key Access Process:

1. **Contractor Access Form Submission:** Based on the keying plan developed during project planning, one of the DDC approving authorities (AAA) must submit the [Contractor Access Request Form](#) on the FS Site. Complete all the required fields, and where possible, put the door number in the room number box. If the project will be under a construction core, note that in the room number box. List all individuals needing access to the specific door.
2. **Key Slips:** ~~The AAA completes a paper key slip and provides it to the contractor.~~ (no longer required after 12/1/2025)

3. **Key Shop seeks D-Level Approval:** The FS Key Shop will use the completed form to seek approval from the department-level AAA who is assigned to give access to the door(s). In doing so, the Key Shop will enter the contractor and the individuals listed on the Access Request Form into SimpleK, using a Bursar-issued ID number for each.
4. **D-Level AAA:** The Department Level AAA will need to submit the key request for each contractor staff member into SimpleK. The FS Key Shop will assist the AAA with this effort. Once submitted, FS Key Shop will process the key issuance.
5. **An email will be sent to the contractor** when the keys are prepared and ready to pick up. The contractor must provide the signed key slip to obtain their keys.
6. **When the project is complete,** the contractor must return the key to FS Key Shop. As part of the closeout process, obtain an email from the FS Key Shop stating that all keys for the project/contractor staff on the project have been returned.

Card Access Process:

1. **Contractor Card Request Form:** This involves a form exchanged between the Contractor, Bursar, and DDC Director. The Contractor staff person will submit a card request, and the Bursar will issue the card to the person. Contractor corporate or “courtesy” cards are no longer available.
2. **Contractor Access Form Submission:** Once the card is received, submit the **Contractor Access Request Form** on the FS Site. This step involves capturing the rooms, days, and times to define the temporary access parameters for the specific contractor. If a Contractor Access Level has already been created, simply note that in the box that says “Room Numbers.”
3. **Manual Card Number Entry:** On the contractor access request form, enter the newly issued card number (or existing number if applicable) for all contractor personnel requiring access.
4. **Access Granted:** Once configured, the contractor’s card will function during the approved times and locations.
5. **Adding a door:** If a door needs to be added to a Contractor Access Level, contact the UAF Physical Access Control office.

For access level changes, timezones, special functions, software access, event schedules, or large access requests (e.g., CRN):

✉ uaf-security-configs@alaska.edu

For individual access requests or issues:

✉ uaf-fs-keyshop@alaska.edu