

## Building Manager Meeting – Spring 2013

### **Route Security Information for Building Managers**

- ONLY building managers have the authority to request buildings to be open for events after hours
- Requests should be sent to [routesecurity@mhub.uwpd.wisc.edu](mailto:routesecurity@mhub.uwpd.wisc.edu)
- If person organizing event is NOT the building manager, the BM needs to be CC'd when request is sent to [routesecurity@mhub.uwpd.wisc.edu](mailto:routesecurity@mhub.uwpd.wisc.edu), AND reply, saying it is ok for the event to occur
- In building access request e-mail, the following information should be included:
  - building event will be in
  - approximate times event will be held
  - if there is a specific time they would like the building locked (i.e. to accommodate late arrivals or if event is a “come whenever” type of thing)
  - who the on-site person “in-charge” will be, along with that persons contact information; they will be the person Security contacts if any problems (i.e. propped doors) arise.
- If there is not a lock time specified, it should be understood that the building will be locked at some point during the event (to maintain building security) and participants should not exit building during event, unless previous arrangements to be let in are made; if someone gets locked out, they can call dispatch for a lockout.
- Any propped doors found during an event will automatically be associated with the group in the building; the on-site person “in charge” will be contacted about NOT propping doors open.
- Generally, e-mails will be answered to acknowledge the request sent. If any of the above information is not included, an e-mail will be sent asking for clarification.