



**Fingerprint Reader**



**UW Research Lab**



FOR MORE COMPLETE INFORMATION ON ACCESS CONTROL FOR YOUR DEPARTMENT OR BUILDING, PLEASE VISIT THE UWPD WEBSITE AND CLICK ON "ACCESS CONTROL". YOU MAY ALSO EMAIL OR CALL US USING THE INFORMATION BELOW.

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Planning & Development  
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# Access Control

An Information Guide for  
University Deans and  
Administrators



PLANNING FOR A SAFER  
CAMPUS COMMUNITY

## WHAT IS ACCESS CONTROL?

Access Control (AC) is a term used to express how a building or room is secured and entrance and exit is controlled. This may range from a simple key lock, to a high-security key, to proximity card access with biometric readers (e.g., fingerprint).



Access Card Reader

## WHY IS A CENTRALIZED CARD ACCESS CONTROL SYSTEM NEEDED?

At the direction of the Chancellor, the UW Police began to assess the existing status of access control and they found a number of disparate systems across the campus providing various levels of security. These were systems of various quality and reliability with no central point that monitored door activity. Access control is used to be sure only authorized persons are in buildings or restricted areas, and in some cases to provide security and a police response.

The UW Police Department will assess your need for access control, the correct level of security, and the proper hardware for the job. One vendor, *Tour Andover Controls*, has been designated for all future access control systems on the Madison campus.

## WHO WILL MONITOR THE SYSTEMS?

High security sites will be monitored by the UWPD Communications Center that will allow for a rapid response of the police in case of a security breach. Lesser secure areas may be monitored by either UW Security personnel as in the case of the Health Sciences Complex, or door events may simply be recorded for later review and audit by a building manager.

## WHAT ABOUT CAMERA SYSTEMS?

There may be some areas or rooms that will be monitored by digital cameras, which are able to record when someone enters or leaves a secure area, as well as monitor the perimeter of buildings where necessary. Cameras may be placed in other areas to monitor who enters and exits a building or to monitor suspicious activity.



Dome Camera

## WHO FUNDS THE COST OF AN ACCESS CONTROL SYSTEM?

Most funding for access control will come from the budget of the department, school, or college making the request. However, if access control is mandated (by government regulation or University policy), there may be a cost sharing with the overall campus administration. Current pricing from the Physical Plant is approximately \$4300 per door with an additional \$900 for a perimeter door. This includes lifetime service and support.

## HOW DOES ONE GET ACCESS CONTROL IN THEIR WORK AREAS OR LABS?

The first step in requesting access control is to go to the UW Physical Plant website and request a CARS project number. The request will need departmental approval (see below) before the project is added to the project list. Higher priority projects may take precedence.

## DEPARTMENTAL FUNDING APPROVAL

All requests for any form of access control may only be submitted with the approval of an Associate Dean or Dean. The Police Department and Physical Plant will do their best to give you a rough estimate of the costs involved in the request. If the estimate is within your budget or funding source, a complete security survey and hardware estimate will be completed before any work begins.