

RICHARDSON & ROBBINS BUILDING KEYLESS ENTRY SYSTEM

A Keyless Entry System has been installed in the Richardson & Robbins Building to provide employees with a safer and more secure facility in which to work. **Beginning March 14, 2011** you will need a DNREC ID Badge to gain access to the building during and after working hours.

The cards are very sensitive and may be demagnetized if placed near credit cards or other magnetized cards. They **must** be visible above the waist when in the Richardson and Robbins Building. Keyless entry cards have to place it in front of the reader and held for a few seconds to gain entry. The readers are the black boxes with lights located at the entrances to the building, the interior doors, the lab interior doors, human resources and the office of information technology. The cards will not harm your magnetic strips on credit cards but can be demagnetized themselves.

Access codes have been set up that provide employees assigned that code access to doors programmed specifically for that code. You will be advised what access level has been assigned to you. The codes and access are as follows:

Full Access – Access to all doors in the entire building. Only Administrative Services and Capitol Police have that level of access.

General Employee Access – This will provide access through the front door, the back door, the interior doors and the door at the end of the corridor on the first floor that goes out towards the Development Office. The front door will automatically **unlock at 8:00 a.m. and lock at 4:30 p.m. Monday through Friday**. To come in after hours or through the back or side doors at any time, you must have a card. The door that goes into the courtyard near the front desk will open at **8:00 a.m. and lock at 4:30 p.m.** There will be no after hours access through this door. The back door is handicap accessible after hours. The mats at the front door could not be set up to allow for after hour's accessibility.

Laboratory – The doors on the loading dock, and the doors located inside the lab reception area will be locked at all times. Only employees given access approved by the lab will be able to enter those doors. There is an access buzzer at the loading dock door that when pushed, the receptionist in the lab can speak with whoever is at the door and allow them access by pushing a button at her desk. There is a monitor at the lab receptionist desk that allows her to see who is at the door.

Human Resources – The door to the HR Office will automatically **unlock at 8:00 am and lock at 4:30 pm Monday through Friday**. Only those in Human Resources will have access to their office after hours for records security purposes.

The auditorium door will stay locked with no access except when there is a meeting. At that time there is a key switch that can be used to override the system and unlock those doors. Once the meeting is over, the system will be relocked. The Security Personnel knows how to do this and has a key. Keys will also be in I & E and the Secretary's Office. You will not be able to come back in this door when you go out unless the override is activated by key. **DO NOT PROP THIS DOOR OPEN.** Each time this happens, an alarm will go off at the main computer for the system and someone will have to check to see why the door is open.

If a card is lost or stolen, please **report it immediately** so it can be deleted from the computer and a new one assigned. You should do this through the Human Resources Office.

The main purpose for the installation of this system is to provide increased security. We were advised by Capitol Police several years ago to only have access through the front and back doors to prevent people from sneaking in the building and roaming around at will. It is our hope that this will help make this a safer and more secure facility in which to work.