

## **Fraternity Row Electronic Security System Review**

### **A. System and Equipment Overview:**

#### **1. Front Door**

- a. Card access 24/7
- b. Latch monitor and contact will sound if alarm is not secure after 60 seconds.
- c. Sabbath core are locks that are installed in order accommodate those who are not able to utilize this system due to religious reason.
- d. If system fails, FM staff will replace Sabbath core (front door only) with building TBOB. All room keys to the house will have the capability to open a TBOB lock.
- e. Siren times out after 4 minutes and generates a page to Service Center for FM response. There will be charge to the chapter every time this occurs.

#### **2. Key switches (front and back door)**

- a. Operates adjacent door.
- b. If green, (off) alarm will not sound and door can be propped for move-ins, functions, etc.
- c. House Director responsible for keys witch and has the only key within the house.
- d. Only Campus Programs and House Director are authorized to request that keys witch/security be turned off. Anyone can request that keys witch/security be turned on.
- e. Key available at Service Center for FM staff.

#### **3. Chexit Reset Reader (phone vestibule)**

- a. Resets upstairs fire escape doors.
- b. If a Chexit device goes into alarm, the House Director or House Manager will swipe his or her ID card through the reset reader and wait 30 seconds. If siren silences, no other action needed. If siren resumes after 30 seconds, go to doors(s), pull shut, and return to card reader to reset.
- c. If the House Director or House Manager are not available, house residents should call x4work and place a work order to have RF reset the Chexit.

#### **4. Side Door**

- a. Exit only, no reader or entry trim (subject to change.)
- b. Siren sounds same as front door if not secure after 1 minute.

## **5. Emergency Exit to Fire Escape**

- a. Delayed egress operation, tied to fire alarm. Should always be on/armed.
- b. Operating properly when red LED pulses.
- c. If observed off, contact x4work to have Chexit rearmed.

## **6. Basement Back Door**

- a. Identical to front door except no core.

## **7. Weekly Inspections and Tests**

- a. A weekly inspection of the entire system will be done on a weekly basis by Residential Facilities.

## **System Administration:**

### **1. Vendors, Contractors, Alumni, and Others (who do not possess campus IDs):**

- a. Affiliate cards - for vendors, contractors, alumni, and others with a frequent and regular need for access. Individuals to whom you would previously have given an entrance key to will now get a service provider card from the Office of Fraternity and Sorority Life.
- b. A standard access level for House Service Providers will be created, then House Directors will provide OFSL with a list of Service Providers names and ID numbers.
- c. Loaner cards - for vendors/contractors and others with occasional access needs – are available for loan from RF Service Center with authorization from OFSL.

### **2. Card Loss/Damaged**

1. University ID: replaceable at Records and Registration (Mitchell Building)
2. Service Provider Card: Report immediately to OFSL. Replaceable at OFSL.