



Date Created:	5.24.2010
Category:	Building
Revised:	
Approved by COO:	9.15.2010

Subject: Access Badges

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Purpose: To provide guidance on acquisition and use of access control badges.

Policy: Badges will provide access to the UPI building, tenant suites, and adjacent parking garages.

- For security purposes, the badges should be worn at all times.
- There is no cost for the initial distribution of the card.
- A badge application will need to be completed for each individual requesting access privileges.
- Lost or stolen cards need to be reported to the Property Manager immediately.
- Replacement cards can be obtained at the AMCPD Electronic Security badging office located in Building 500, ground floor. Cost of a replacement card (prevailing charge to be determined by AMCPD) will be the responsibility of the badge holder.
- Property Manager must be notified immediately of all terminations of employment so that access privileges can also be terminated.

Renewal/Review: This policy is to be reviewed as necessary.

Governance: Property Manager is responsible for adoption and/or implementation of this policy.