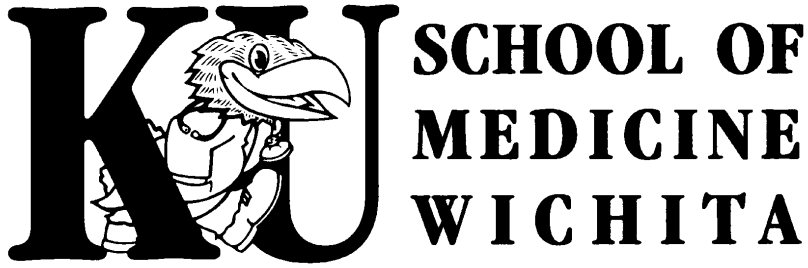

FACILITIES MANAGEMENT

ACCESS CARDS

POLICY:
All KUSM-W employees, students, residents and faculty may be issued access cards, upon request, that will allow access into the building and other areas throughout the facility depending on each individual's level of access.

ORIGINAL DATE: 9/20/02

REVISED DATE:

PURPOSE:
For your safety KUSM-W is closed after normal duty hours. Entry is restricted to a limited number of after hours access points.

- Kansas Street Entrance (Esplanade)
- West Entrance (Roberts Center/CPC)

PROCEDURE:
Departments may request access cards for new employees, students, residents and paid faculty by using the online Card Access Request/Removal Form on the Facilities Management web site: http://wichita.kumc.edu/fac/forms/card_access.html
This same form may be used to remove access for lost or stolen cards, terminations, etc.

Report lost or stolen access cards to your department's manager immediately. If they are not available, report the loss to Facilities Management @ 3-2625 or Security @ 3-2662. Deactivation of a lost or stolen card needs to happen **immediately**.

Lost or stolen cards may be replaced at Facilities Management. There is a $3.00 non-refundable administrative fee for replacement cards.

Do not write on or attach any stickers to your access card. Do not bend your access card. Cards may be picked up in the Facilities Management Department by the person that it is assigned to or their supervisor. Cards will not be sent via U.S. Postal Service mail or interdepartmental mail.

If a specific card reader does not work or the door will not open or close properly, a system hardware problem may exist, contact Facilities Management @ 3-2625 or Security @ 3-2662 for repairs. If Facilities Management or Security cannot be reached, page the Director of Facilities Management @ 466-4010.