

Policy title Electronic Fob Policy: Access to Campus Facilities	Category Human Resources Public Safety/Risk Management
Owner Physical Plant	Approved by Ad Council

Policy statement

In an effort to improve campus safety and security, a new fob access policy has been implemented. Beginning 8/18/2023, NWU campus buildings will be closed overnight but can be accessed with electronic fobs during the following hours:

Public Hours (Monday – Friday)

- 7:00 am – 5:00 pm (Academic Buildings)
- 7:00 am – 7:00 pm (Story Student Center)

Fob Access to Academic Buildings and Student Center

- 7:00 am – 11:00 pm (Students - 7 days a week)
- 7:00 am – 11:30 pm (Employees - 7 days a week)

Library Hours (no fob access)

- 7:45 am – Midnight (Monday -Thursday)
- 7:45 – 5:00 pm (Friday)
- Noon to 6:00 pm (Saturday)
- Noon to Midnight (Sunday)

Special Events

- **Submit a maintenance request** when events require doors to be unlocked in the evening, weekend or outside of fob-accessible buildings.

Fob Information

- Students and employees needing a fob may request one from the Physical Plant Office.
- Lost fobs will be charged \$10.00 for a replacement.
- Broken fobs may be returned and replaced by the Physical Plant Office.
- Allowing anyone else access with my key/fob may be grounds for disciplinary action and termination of access.