



# Project Management & Construction Services

## I. Title: PMCS Second Floor Security Procedures

II. Purpose: Identify and recognize visitors and other non-UT employees on PMCS second floor. Monitor access to documents, drawings, and offices.

## III. Actions – PMCS Staff and Personnel

1. All non-uniformed PMCS employees will display their UT identification while they are on the second floor of FC1.

## IV. Actions - Visitors

1. Upon arrival, visitors will sign in at the reception desk and provide the front desk personnel with the reason for their visit and a PMCS contact name. Non-PMCS UT employees displaying their UT identification will not require a visitor badge or an escort.
2. Front desk personnel will issue an official visitor badge and temporary parking permit (if necessary) to the visitor and notify the PMCS point of contact that the visitor has arrived.

If the visitor wishes to use the flat file room, the PMCS point of contact must verify that the visitor's reason for accessing the flat file room is valid.

### Valid reasons for accessing the flat files:

- i. Contractor who is working on a PMCS project for which the contract has already been awarded.
- ii. University students who have received approval to view drawings for a University of Texas course in the School of Architecture or the Cockrell School of Engineering. This approval is given by the CADD Coordinator in PMCS, not the course instructor. The student's course instructor/research sponsor must communicate in writing the need for this information.
- iii. Professional Service Providers who are under contract to create a design for a UT Austin OR a UT System project.
- iv. CPFM and ITS employees who are researching projects.



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3. The visitor's PMCS point of contact will escort the visitor to the area where they will be meeting/working. If the point of contact is unable to come to the reception desk, the front desk personnel may escort the visitor to the point of contact.
4. The point of contact is not required to remain with the visitor once they reach the meeting/work area. However, if PMCS personnel observe a visitor not wearing an official visitor badge, they should direct the visitor to the reception desk to check in.
5. The visitor will return his or her visitor's badge to reception desk personnel when leaving.

## **V. REFERENCES**

None