

Building Access Procedures

Access

Proximity cards that are placed near entry pads will allow access to the CNSI building.

Members and Building Tenants

- Proximity cards for CNSI Members shall allow full access to the building at all times, with the exception of the Core Labs, which access is controlled by Technical Directors (see below).
- Proximity cards will be delivered to each Member at his/her home office/lab.

Members' Guests and Visitors

- For guests needing less than one-day access, a CNSI member may meet the guest at the building entry and escort the guest within the building. In this case, no check-in or card is required.
- For guests needing access by proximity card:
 - The Member shall complete the CNSI Building Access Request Form accessed through the intranet or CNSI website at:
<http://cnsi.ctrl.ucla.edu/file-storage/publicview/building/request-form.pdf>
 - OR-
 - The Member shall send an email to Security@cnsi.ucla.edu providing the following information:
 - Name of host
 - Name(s) of guest(s)
 - Date(s) of visit
 - Duration of access (hours)
 - Core lab/room number access needed
 - Name and contact information of person making request
 - OR-
 - The Guest can check-in at the front desk and obtain a proximity card on the date access is required.

If a request is made a day or two prior to the expected visit, a card will be waiting at the front desk or delivered in advance, by arrangement.

Other Users

- After a User signs up for training or lab time using CLMS <http://clms.cnsi.ucla.edu/cnsi/clms/> the technical director will determine the appropriate access for each user.
- A proximity card will be made available to the user at the front desk pursuant to that authorization. The card will be active only on the days and times accorded by the Technical Directors.
- Users shall drop off expired access cards in the box located by the front lobby doors.

Access Monday – Friday, 8 AM – 5 PM

- Proximity card access will be necessary only:
 - at outer entries/exits
 - to exit from stairways on floors other than Levels 1 and 3 (in process)
 - at Core Labs, by authorization of the Technical Directors

Access Monday – Friday, 5:01 PM – 7:59 AM, Saturday and Sunday

- Proximity card access will be necessary:
 - at outer entries/exits
 - to exit from stairways on floors other than Levels 1 and 3 (in process)
 - at Core Labs, by authorization of the Technical Directors
 - to call elevators

- at laboratory and hallway entry
- If a guest requires access after hours, a request must be submitted and a proximity card retrieved during working business hours (Monday-Friday 8 AM – 5 PM).
- Access to the building will not be available after hours without an active proximity card.

Lost, Stolen, and Damaged Cards

One proximity card will be issued free of charge to permit access to the building. If the card is lost or stolen, the users shall notify CNSI at Security@cnsi.ucla.edu as soon as possible so that the lost or stolen card can be deactivated. The cost for replacing a lost, stolen, or damaged card is \$10.00.