



CENTRAL WASHINGTON UNIVERSITY

INFORMATION TECHNOLOGY SERVICES DEPARTMENT POLICY

Title: <i>Computer Center Access</i>	Number: PL301.0	Eff: 3/1/04 Rev: 3/13/07
<p>Purpose:</p> <p>The purpose of this policy is to assure that appropriate measures are in place to assure the physical security of the Central Washington University (CWU) Computer Center. The Computer Center houses the major central computing resources for the University including the Computer Operations Center, Network Operations Center, and Telecommunications Center. It is the responsibility of the Information Technology Services (ITS) Department to maximize physical security of this location to assure the highest level of availability and reliability of CWU's IT resources.</p>		
<p>Policy:</p> <p>All personnel requiring access to the CWU Computer Center, who are not permanently assigned to the Computer Center, are required to register at the main Operations Desk, prior to being granted access. Individuals will register by notifying the operations staff of their need to access the facility, and by logging the following information into the CWU Computer Center Access Log:</p> <ul style="list-style-type: none">• Name (Full name printed)• Signature• Department/Company name• Phone number or University extension• Purpose of visit/access• Time in• Time out <p>Personnel accessing the facility whose work/purpose has the potential to impact the operational status or integrity of the Computer Center are required to schedule the work in advance, to coordinate with the Operations Staff, and to provide the ITS Operations Staff with a description of the work to be accomplished. Areas of work which impact the operational status or integrity of the facility include, but may not be limited to:</p> <ul style="list-style-type: none">• Air Conditioning and Air Handling equipment• Power including street, generator, and battery backup• Telecommunication Services• Fire Suppression <p>Emergency Situations: In the event of an emergency situation involving the Computer Center during hours when the Operations Center is not staffed, personnel required to access the facility may do so without notification. Following completion of any work, personnel involved are requested to notify Operations Staff at the earliest convenience, and inform them of the</p>		

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400 East University Way . Ellensburg, WA 98926-7436 . Phone: 509-963-2333 . Fax: 509-963-1385
Bouillon Hall Room 202 . Email: stephenm@cwu.edu . Home Page <http://www.cwu.edu/~its>
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situation that occurred and any work performed. Emergency situations are limited to events which may impact the operational status or integrity of the Computer Center, or may result in equipment damage or personnel injury.

Enforcement: Only personnel with a legitimate need to enter the facility will be granted access. The ITS Operations Staff and ITS Management have the authority to deny access to any individual who does not have a legitimate need for access or who violates the intent of this policy.

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