

Steps to Implementing Door Access Control (EXISTING STRUCTURE)

STEP 1

CONTACT ALL CAMPUS NETWORK

Discuss scope of work, software and hardware administration, short and long-term costs, maintenance agreements and monitoring.

Contact Scott McInturf at 919-513-7612

STEP 2

CONTACT CAMPUS POLICE

Consultation on security needs for the building/area

Contact John Barnwell at 919-515-5963

STEP 3

INITIATE A FACILITIES MODIFICATION REQUEST

See details at the following link...

<http://www2.ncsu.edu/prr/finance/facilities/REG07.25.2.php>

STEP 4

SUBMISSION TO FACILITIES

- Facilities determines design work required
- Creates documentation for hardware purchase per established standards.
- Conducts public hearing for model/brand specifications required by law.

STEP 5

PURCHASING THE SYSTEM

- Integrators do site survey and submit quotes per competitive bid.
- Bid acceptance by facilities and work awarded to qualified integrator.
- Purchase of the core components of the system
- Installation plans submitted to Facilities for review/approval
- Funding committed

STEP 6

INSTALLATION

- Equipment installed by integrator and subcontractors- turnkey installation.
- Door access installation inspected and tested for acceptance.

STEP 7

CONFIGURATION AND ADMINISTRATION BY ALL CAMPUS NETWORK

- Facility administrator accounts set up in access control server
- Software installed and tested at facility authorized workstations
- Programming of access schedules and authorizations completed
- Card replacement/card issuance to personnel
- Training of access control to facility contact
- Begin using system