Card Reader Standard Operating Procedure

August 2015

Any changes and/or additions to buildings require an approved Facility Modification Request (FMR). A copy of the FMR is available at the following link http://facilities.tamucc.edu/construction/forms.html

The following are the responsibilities of all involved in the process.

1. Customer turns in an FMR for request of new card reader.
2. Once FMR is approved by EVPFA, UPD, and Director of Contracts, SSC will work with IT to develop a quote to include licenses and Statement of Work (SOW) for service requested (complete in place project) and forward it to the requester. Requester is responsible to locate funds for the project.
3. After account number is assigned:
   a. SSC will notify Sanddollar of new licenses for Cbord access control server.
   b. SSC will notify UPD of new card readers and final decision of locations.
   c. SSC will coordinate with a certified Cbord contractor for installation if necessary.
   d. SSC will coordinate all hardware, door preparation and cabling for project (conduit runs, area controllers, wired or wireless access, cable installation etc.) and coordinate with Telecommunications Dept. for cable specifications.
   e. SSC will coordinate with IT on any new network connections that are needed. It will verify that there will be no interference with wired or wireless network.
   f. SSC will coordinate with IT for access to network closets and location of any equipment placed in network closets.
   g. Customer will coordinate with UPD for door schedule and individual access. http://police.tamucc.edu/accessRequest.html
   h. SSC will be responsible for all maintenance for card readers.

Note:

1. SSC will only use contractors that are Cbord trained and certified.
2. Since the card reader cable occupies Network/Telecom spaces, SSC will ensure that any cabling installed by their contractor is completed by a TIA certified Cable Technician.
3. Any changes to locations of card readers after final approval of FMR will have to be approved by the EVPFA.
4. The University would like to standardize costs that departments have to pay for card readers. A department or unit asking for a card reader will be expected to pay $3,000 for external door card reader requests and $2,000 for internal door card reader requests. The EVPFA will fund additional charges when necessary if funds are available. If University funds are not available, the requesting Department or unit will have to fund the full project or wait until University funding is available to complete the project.