

ACCESS TO UTILITY TUNNELS

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF FACILITIES MANAGEMENT

RESPONSIBLE OFFICE: OFFICE OF FACILITIES MANAGEMENT

I. POLICY STATEMENT

1. The tunnel system will be secured at all times. Each entry point shall be clearly marked "Authorized Personnel Only". Security is essential for safety of personnel and for the security of the entire campus.
2. No person shall enter the tunnel system unless he or she has been authorized by the Vice President of Administration and Finance or her/his designee.
 - a) Requests for access must be approved by the respective Vice President and submitted through the Office of Facility Management
 - b) The following signatures are required on each request for access submitted to the Vice President of Administration and Finance: requesting Department Dean or Director, Requesting Department Vice President, Assistant Vice President for Facility Management, Director of Police and Public Safety.
 - c) Each request for access will include a justification explaining why access is needed.
3. Authorized personnel shall:
 - a) enter only for the purpose of work and/or inspections;
 - b) have knowledge of the layout of the tunnels and exits;
 - c) be notified of all hazards within the tunnels;
 - d) assure that storage in the tunnels is only to be in approved areas;
 - e) assure the tunnels are secured at all times;
 - f) maintain tunnels in a clean and orderly manner;
 - g) report any unsafe condition to Physical Plant Work Control.
4. It is the responsibility of all supervisors and administrative heads to implement and maintain the policies and procedures outlined in this document to control unauthorized access to these areas.
5. Any person discovered in the tunnel system without prior approval shall be subject to discipline in accordance with university procedures.

AS&T Tunnel

The tunnel from AS&T to the main tunnel system is included in this

policy. However, the AS&T tunnel is also considered to be a confined space. Personnel entering the AS&T tunnel are also required to comply with NKU's Confined Space Program.

II. ENTITIES AFFECTED

Faculty, Staff, and Students

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	