



The university views access to its physical premises as a privilege not a right. Physical access for the user and associated administrative control types are based on a facility’s risk assessment, individual department needs, and the recognition that a user’s access can be fluid. Unit leadership and managers evaluate what access is necessary for each position in their unit to carry out their required duties in consultation with authorized access control contacts, and that access may be provisioned by delegated administrative areas either automatically or upon request without further review or approval.

Any access that deviates from the established access approved for a position/role must go through an exception approval process initiated by the manager before access is granted. Some users will require access to a single room (such as a student’s access to an assigned room in University Housing or an employee’s access to their assigned office in a university building), while the role of others will necessitate additional types of access.

The type of access allowed for users is at the discretion of the college or business unit as defined in the Physical Access Management and Control policy and may include the following types of control and associated details. For more information and details on how to request access, contact the delegated administrative area responsible for access management.

Access Type	Access Details	Management
Exterior Door Only	Allows public access into a specific building through a specific door outside of normal business hours <ul style="list-style-type: none"> • faculty, staff, students, guests, visitors, authorized vendors, and contractors. 	Entrance after-hours or through non-public access door during operational hours. <ul style="list-style-type: none"> • May be granted exterior swipe access with no access to interior doors.
Interior Door	Allows user access to a specific space and exterior doors for that specific building. <ul style="list-style-type: none"> • faculty, staff, students, guests, visitors, authorized vendors, and contractors. 	Employee who needs access to only exterior and singular office room/suite. <ul style="list-style-type: none"> • Units’ authorized key signers. In certain circumstances, individuals manage this and submit requests for their space(s) in collaboration with delegated administrative areas.
Unit or Departmental (multiple interior doors)	Allows user access into multiple areas within a building and/or area types across several buildings within the unit’s control or service area. <ul style="list-style-type: none"> • OCIO personnel, deans and chairs, department heads, FOD, unit field service personnel, contractors, etc. 	Extended electronic access privileges and/or access to sub-master keys. <ul style="list-style-type: none"> • Sub-master keys must be stored in an approved electronic key cabinet. Access requires approval from Authorized Key Signer and/or unit leaders.
All Access (group of buildings)	Allows user access into a group of buildings and rooms within in the buildings. <ul style="list-style-type: none"> • Specific positions and/or job roles in Public Safety, FOD, Student Life, Wexner Medical Center Security, contractors. 	Access that doesn’t carry restrictions, or authorized master and sub-master key use. <ul style="list-style-type: none"> • Master and sub-master keys must be stored in an approved electronic key cabinet. Access requires Senior Level approval (Public Safety, FOD). • Individual review required if the request for access falls outside of previous established roles.