THE UNIVERSITY OF VERMONT
SAFETY & COMPLIANCE

Digital Access Controls

Technology Sponsor / Owner: CATcard

Strategy

To enhance security and enable access to the variety of locations and location types throughout the campus using a standard access control system administered by the CATcard Service Center.

Primary installations for all new construction and renovations, as well as all other buildings as resources allow on exterior entrances to university buildings - including at least 2 CATcard controlled locks. One entry will be a handicapped entrance and the other determined by the highest foot traffic pattern. Additional exterior entrances may have CATcard locks installed, if not, they must have at least CATcard monitoring sensors installed.

CATcard controlled locks should be considered for interior doorways that lead to areas normally off-limits to the public with special emphasis on residential areas, critical infrastructure, hazardous materials, and areas where items of significant value – including intellectual property – are stored.

What is noted above a minimum installation and that the <u>strong</u> preference is for all doorways to move away from keyed locks to digital access exclusively.

Equipment Types and On-going Maintenance

UVM utilizes door access hardware provided by Allegion, a global company with multiple reader types available. The actual reader type to be installed will be a coordinated effort between the University Lock Shop and the CATcard Office.

Ongoing maintenance costs for exterior doors are typically borne by the physical plant department.

On-going maintenance costs for interior doors are typically borne by the requesting / system hosting department.

Physical door hardware maintenance is performed by the UVM lock shop.

Schedules and access permissions are maintained by the CATcard Office.

Infrastructure Needs

CATcard access control locks require a backboard with controllers to function. Most existing buildings already have this in place. Most exterior locks require power supplies to function, interior locks usually use battery packs.

Other Information & Helpful Links

[Key and Electronic Access Systems (uvm.edu)](uvm.edu) Policy

THE UNIVERSITY OF VERMONT
SAFETY & COMPLIANCE

Requesting a CATcard door reader

Steps

To request a CATcard reader to be installed on an office or departmental door there are a few steps that need to be followed.

- Fill out a [FAMIS self-service request form](#).
  - You will need to authenticate with DUO.
  - Select frequently requested services, (CARD SWIPES/LOCKS).
  - This will notify the Lock Shop to evaluate the door locking mechanism, existing infrastructure and equipment required to provide a quote.
- Once a formal quote has been provided, a chartstring will be needed to purchase the equipment and cover the cost of the installation.
  - Equipment delivery times are typically 6-8 weeks but can be as long as 3-4 months depending on supply chain issues.

Associated Costs

Costs will vary depending upon the existing door hardware and the labor involved to convert from a traditional brass key to digital access. The following amounts provide hardware estimates based on 2023 costs. Costs fluctuate regularly so these should not be considered exact amounts. The lockshop can provide an installation quote once the Famis request form is filled out.

- Cylindrical lock estimates
  - AD400 Lockset – $1,900
  - AD400-993 Lockset – $2,200
  - AD300 Lockset – $1,700
  - AD300-993 Lockset – $2,000

- Mortise lock estimates
  - AD400 Lockset – $2,051
  - AD400-993 Lockset – $2,213
  - AD300 Lockset – $1,949
  - AD300-993 Lockset – $1,974

NOTE:

- The CATcard office will create schedules and groups to enable individual access
- We are unable to list an exact labor cost due to the variety of hardware involved
- There is an annual licensing and maintenance fee of $350 (as of July 2023)