

## IFNH POLICY

Category	Content
<b>Policy Name:</b>	Card Access
<b>Section #:</b>	200.1
<b>Section Title:</b>	Administrative
<b>Approval Authority:</b>	Director of Administration & Finance
<b>Responsible Executive:</b>	Building Manager
<b>Responsible Office:</b>	IFNH
<b>Contact:</b>	Building Manager phone 848-932-3646
<b>Adopted:</b>	05/19/2017
<b>Reviewed:</b>	05/20/2020
<b>Revised:</b>	05/20/2020

### 1. Policy Statement

This policy is used to request card access into and around IFNH.

### 2. Reason for Policy

To establish responsibility for proper access in IFNH.

### 3. Who Should Read this Policy

All members of the IFNH community.

### 4. Resources

Rutgers access control coordinator database.

### 5. Definitions

NET ID is a Rutgers unique identifier given to all faculty, staff, students, and guests.  
Full Name: Proper full name of the individual for which access is requested.

### 6. The Policy

Supervisors can email the IFNH building manager with the following information.

- Full Name
- Net ID
- Rooms the individual should have access to including the building entrance doors if necessary.
- Scheduled start and end date for access privileges.
- Emergency contact information for the individual including phone number and name.
- Email address and individual's contact phone number.

If Supervisor feels access should be terminated, please notify the building manager immediately.