



## ISSUING BUILDING PASSES




1. Passes may be picked up at Security (WC 222) during business hours (Mon-Fri, 8am –4.30pm). Passes may be delivered by security staff on a non-emergency basis. Passes will not be sent to departments via U.S. or intercampus mail. A request for building passes must be made by a Minnesota State University, Mankato faculty or staff member.
2. NO more than one individual name per building pass
3. Passes shall list the specific room numbers and buildings where access is to be granted. After the last area is listed you MUST include the statement "and no others," to avoid unauthorized modification to the pass.
4. Passes shall be typewritten and the signature shall be ink.
5. Any alterations to the original pass will void the pass. Do NOT make any additions or deletions – issue a new pass instead. Here are common mistakes that invalidate a building pass:
  - a. Different Handwriting
  - b. Different color ink
  - c. Completed in pencil rather than in ink
  - d. Any rooms/areas listed after the statement, "and no others."
  - e. More than one name on the pass
6. Passes are to be signed by the Departmental Chairperson, Director or their designee
7. To allow students uninterrupted use of classrooms between semesters, please use an academic year pass or issue a new pass for the next semester before the end of the current term. The passes are available for issue prior to the beginning of each semester.
8. To improve the security of departmental spaces, it is recommended that departments maintain a "building pass log"

containing the pass serial number followed by the name of the pass holder.

9. Individuals remaining within the University buildings after they are secured do so at their own risk. Authorized individuals remaining with the buildings have the right to request to see another's valid ID and/or pass. If assistance is needed, call Security.

Example of a **VALID** building pass:

<b>Building And Room Access Pass</b>	
Name: <u>Joe Bloggs</u>	Department <u>Security</u>
Dates and Hours <u>01/01/01 - 01/15/01</u> <u>24-hours</u>	
Bldg and Room <u>Wiecking 221, 222 and no others</u>	
<u>I. M. Chairperson</u> Departmental Chairperson or Director	

Example of a **INVALID** building pass:

<b>Building And Room Access Pass</b>	
Name: <u>Joe Bloggs &amp; Mary Smith</u>	Department <u>Security</u>
Dates and Hours <u>Anytime</u>	
Bldg and Room <u>Wiecking 222 and Armstrong 113A</u>	
<u>I. M. Chairperson</u> Departmental Chairperson or Director	

Thanks for your continued support in attempting to keep Minnesota State University, Mankato safe and secure!



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[www.mnsu.edu/security](http://www.mnsu.edu/security)