

**STANDARD OPERATING PROCEDURE # AES 1.003 SOP – Security of Campus
Building and Infrastructure Documentation**

Subject: Facilities Construction Document Security Access

Purpose and Scope: To ensure security of University owned or leased facilities and the safety of individuals and property.

Policy: Access to sensitive facilities construction documents or data is available to authorized University employees or approved requests. These documents include, but not limited to, detailed structural, mechanical, plumbing, electrical building plans, underground natural gas and potable water system maps.

Procedures:

1. Access to sensitive facilities construction documents or data shall be by request to the Architectural & Engineering Services Department through approved work order.
2. Construction documents shall be kept in Architectural & Engineering Services Plan Room and accessed only by staff or supervised viewing by contractors or design consultants.
3. CAD files, building data and digital media shall be kept on CAD server and accessed by authorized staff. Authorized for access to CAD server drawing files is staff from AES P&D Unit only. Other Project Management staff may have 'read only' access upon request.
4. Hard copies / Paper documents or digital files of underground utility systems provided to consultants or contractors will be logged and documented through transmittal process and returned upon completion of the project.

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