

# Physical Plant Division's University Access Control, Video Surveillance and Security Support Model, January, 2016

The Physical Plant Division's Access Control, Video Surveillance, and Security (AVS) Group was created to assist the University of Florida in the implementation, standardization and maintenance of access control, intrusion detection and video surveillance systems University wide. The group's goal is to providing and supporting innovative new security designs and products while balancing reliability, installation cost, and maintainability of these systems for the University of Florida.

The PPD AVS Group works to achieve these goals by focusing on three critical areas,

- Standardization
- Implementation
- Maintenance

## Standardization

The PPD AVS group will maintain the University of Florida access control, intrusion detection and video surveillance portions of the UF construction standards. The maintenance of these standards is crucial to the physical plant's ability to maintain UF facilities by defining what is installed and how it is installed. The AVS group will be involved in all access control, intrusion detection, and security surveillance activities as outlined in this plan. The AVS Group's objective regarding the standards is to develop access and security systems that are forward looking, reliable and cost effective to maintain.

## Implementation

### Major Construction Projects

The PPD AVS group reviews access control, security and video surveillance segments of E&G buildings constructed for the University. The goal is to incorporate best practices and lessons learned to ensure the use of UF standards during all phases of construction.

**Design** The PPD AVS Group meets with construction managers, architects and building occupants to discuss the access control and security needs of the occupants related to the work that will be performed within the building.

**Design Review** The PPD AVS Group reviews access control and security related portions of the design. This includes the need, location, type and quantity of the following,

- Access Controller Boards
- Intrusion Panels

- Credential Readers
- Biometric Readers such as Iris and Hand Geometry
- Intrusion Keypads
- Door Position Sensors
- Motion Sensors
- Specialty sensors (such as glass breaks and water detection)
- Low Voltage Access Control Power Supplies
- Low Voltage Intrusion Control Power Supplies
- Surveillance Cameras
- Surveillance Camera Recorders
- Low voltage structured cabling
- Electrified door hardware and power transfer devices
- Alternative Communication interfaces such as analog and cellular dialers
- Panic / Duress Buttons

The group will also review the door schedule to verify the proper functionality of electrified hardware, power transfer devices, and hardware such as automatic doors and access control integration.

**Construction Support** The PPD AVS Group provides guidance with access control and security issues during the construction phase. The Group may propose maintainable alternate solutions when construction issues arise.

**System Programing** The PPD AVS Group provides access control system programing and software installation for the building. This includes requests for IP addresses and building automation port configurations.

**Substantial Completion Inspection** The PPD AVS Group will inspect all aspects of access control and security at the substantial completion phase of the project. The group will inspect for standards violations, installation defects and full system functionality including the re-securing of all system doors after use. These inspections will produce a security punch-list to be completed by final inspection and if necessary, a list of issues that will require an immediate resolution because the building's perimeter cannot be secured.

### **Minor Construction Projects**

The PPD AVS Group will provide access control and security project scoping, installation consulting and inspection services for the development of new access/security system or addition to an existing access/security system.

**Scope Creation** The PPD AVS Group meets with construction managers and building occupants to discuss the access control and security needs of the occupants related to the work that will be performed within the building. The group will develop a security project scope that incorporates discussed security needs of the

requesting department while adhering to UF construction standards and policies. Once completed, the finalized scope will be provided for approval from the requesting department.

**Project Support** Once approved, the scope will be provided to the construction manager and used to secure and select quotes from security, door hardware, electrical, structured wiring and if needed, specialty vendors. The construction manager will secure funding, coordinate involved parties and oversee the installation. The AVS Group will provide guidance and consulting during the installation phase.

**System Programming** The PPD AVS Group provides access control system programming and software installation for the building. This includes requests for IP addresses and building automation port configurations.

**Project Acceptance Testing and Inspection** The PPD AVS Group will inspect all aspects of access control and security at the completion of the project. The group will inspect for standards violations, installation defects and full system functionality including the re-securing of project doors after use. The project will not be complete until these items are corrected.

### **Conversion of Standalone Systems**

The AVS Group will develop a security project scope that incorporates discussed security needs of the requesting department and corrects all existing standalone system issues that do not adhere to UF construction standards and policies. Once completed, the finalized scope will be provided for the approval of requesting department. Once approved, the Standalone system conversion project is handled as any other minor construction projects.

## **Maintenance**

### **Physical**

The PPD AVS Group will provide repairs and maintenance to all campus connected access control and security systems. The AVS Group will work with departmental staff and other PPD maintenance staff campus wide to identify causes of all reported issues and provide cost effective solutions while adhering to UF standards and policies.

**Repair and Replacement** The AVS Groups will provide all E&G buildings or physical plant supported building with maintenance and replacement of the following campus system access control, intrusion detection and video surveillance systems and components,

- Access Control System Application and Database Servers
- Access Control System Communication Servers
- Access Control System Administrative Client Servers
- Access Controller Boards
- Intrusion Panels
- Credential Readers
- Intrusion Keypads
- Door Position Sensors

- Motion Sensors
- Specialty sensors (such as glass breaks and water detection)
- Low Voltage Access Control Power Supplies
- Low Voltage Intrusion Control Power Supplies
- Alternative Communication interfaces such as analog and cellular dialers
- Electrified door hardware
- All system structured wiring
- Double Squeeze Panic / Duress Buttons

**Replacement Exclusions** While the AVS Group does provide application and configuration support for all the following components operating in conjunction with the campus access control and security system they do not fund the replacement of these items,

- Surveillance Cameras
- Surveillance Cameras Recorders
- Biometric Readers such as Iris and Hand Geometry
- Campus System Controlled Gate Operators

**Central Access and Security Audits** The AVS Group will conduct audits of existing systems. The AVS group will determine at their discretion the priority of non-crucial or legacy installation issues and use appropriate resources to selectively correct these issues and apply current UF construction standards to these legacy installations.

### **Application**

The AVS Group will provide application and configuration support for all of the above the components operating in conjunction with the campus access control and security system including the replacement exclusions.

**End User Training and Support** The AVS Group will provide access control application training for all campus access control segment administrators (local administrator) on a once a month basis, bi-monthly if no segment administrator register for described training. This training will cover the responsibilities and processes that the access control local administrator role will require. The AVS Group will provide end user support based on a SharePoint ticketing interface to allow local administrators to request additional software application information or report software issues.

**PPD Interdepartmental and Integration Support** The AVS Group will provide assistance to all other PPD shops in applicable areas of expertise, such as low voltage controls. The AVS Group will provide assistance with automatic door operators and any door operator/access control integrations as well as central system controlled gates.

**The following chart summarizes the AVS Group's support functions.**

**PPD AVS Group Support Matrix Summary - January, 2016**

Bldg Budget Entity	Description	Standardization (1)	Implementation (2)	Maintenance	
				Physical (3)	Application (4)
1 - E & G	EDUCATION & GENERAL	Supported	Supported	Supported (*)	Supported
2 - AUX	AUXILIARY	Not Supported	Not Supported	Not Supported	Not Supported
3 - C & G	C & G	Not Supported	Not Supported	Not Supported	Not Supported
4 - HSC	HEALTH OR MEDICAL CENTER	Supported	Supported	Supported (*)	Supported
5 - IFAS	IFAS	Not Supported	Not Supported	Not Supported	Not Supported
6 - SHANDS	SHANDS	Not Supported	Not Supported	Not Supported	Not Supported
8 - VETMED	VETERINARY MEDICINE	Supported	Supported	Not Supported	Supported
H - HOUS	HOUSING	Not Supported	Not Supported	Not Supported	Not Supported
I - ATHLET	INTERCOLLEGIATE ATHLETICS	Not Supported	Not Supported	Not Supported	Not Supported
O - FRAT/S	FRATERNITY OR SORORITY	Not Supported	Not Supported	Not Supported	Not Supported
R - AREC	IFAS AREC	Not Supported	Not Supported	Not Supported	Not Supported
X - NONSUS	NON-SUS / Leased Space	Not Supported	Not Supported	Not Supported	Not Supported

Geographical Criteria	Standardization (1)	Implementation (2)	Maintenance	
			Physical (3)	Application (4)
Alachua County	Supported	Supported	Supported (*)	Supported
Outside Alachua County (supported by exception only)	Supported	Not Supported	Not Supported	Not Supported

**Notes**

- (1) Standardization support indicates that the UF Design and Construction Standards for Electronic Access Control, Video Surveillance and Intrusion Detection are applicable.
- (2) Implementation support includes initial meetings with building occupants, walk-throughs and scope development, responding to RFIs, incremental, substantial and final inspections and commissioning.
- (3) Physical Maintenance support indicates that PPD-ITS receives funding to **maintain and replace** the electrified door hardware, controllers and field hardware. The PPD-ITS budget does not cover initial installation or expansion of systems in new construction or retrofits in existing construction, but will cover post-installation maintenance and replacement of parts with the following exceptions:  
 \* Biometric devices, automatic gates, video recording servers and cameras are excluded from h/w replacement, but PPD will determine if can be repaired or needs to be replaced and will support device connectivity to AVS head-end. existing equipment
- (4) Indicates that PPD-ITS provides connection to the centralized database, as well as end-user support and training

One-Time Exceptions		Standardization (1)	Implementation (2)	Maintenance		Bldg Budget Entity	Justification
Facility	Exception granted for:			Physical (3)	Application (4)		
VetMed PETS Vet Clinic Ocala	leased space outside Alachua County	Supported	Supported	Not Supported	Supported	X - NONSUS	Requested by VetMed Security for centralized access control monitoring.
PK Yonge - video	non-E&G space	Supported	Supported	Supported (*)	Supported	3 - C & G	UPD requested direct access to surveillance video via centralized system.
IFAS Gate - Radio Rd	non-E&G space	Supported	Supported	Supported (*)	Supported	5 - IFAS	PPD is a major user of this gate (compost area) and the gate is on-campus.
Reitz Union (Bldg 0686)	non-E&G space	Supported	Supported	Not Supported	Supported	2 - Auxiliary	Connectivity to the centralized system was provided in this case in order to avoid propagation of stand-alone systems on Main Campus and to allow the RU to leverage the cardholder integrations already implemented by PPD. They have their own maintenance staff and PPD is not funded to support Auxiliary space. Door hardware standards not enforced, as PPD does not support this facility and there is currently no alarm monitoring by UPD.
Lake Nona Research and Academic Center (Bldg 3425)	outside Alachua County	Supported	Supported	Not Supported	Supported	4 - HSC	BSL3 Lab monitoring by EH&S. They have a contract with Security101 in Orlando for h/w maintenance.
Ben Hill Griffin Stadium - Security Cameras	non-E&G space being recorded	Supported	Supported	Not Supported	Supported	1 - ATHLET	UPD requested surveillance video monitoring capability during sporting events. UAA IT supports the cameras, PPD-ITS supports the application.

Expected Future Unfunded Initiatives	Standardization (1)	Implementation (2)	Maintenance		Bldg Budget Entity	Justification
			Physical (3)	Application (4)		
UPD Police Dept Video Monitoring of non-E&G space (not funded yet)	Supported	Supported	Not Supported	Supported	Various	Requested by UPD for the security of the University of Florida. Departmental IT supports the cameras, PPD-ITS supports the application.
UPD Central Campus Monitoring (not funded yet)	Pending	Pending	Pending	Pending	Various	Consultant recommendations pending

Examples of Rejected Requests for Centralized Access Control		Standardization (1)	Implementation (2)	Maintenance		Bldg Budget Entity	Justification
Facility	Rejection criteria			Physical (3)	Application (4)		
Eglin AFB - PPD	outside Alachua County	Supported	Not Supported	Not Supported	Not Supported	5 - IFAS	They followed the standards and installed a stand-alone Lenel system, using a UF-approved Lenel VAR. They have a small number of cardholders and can manage them manually (without the cardholder integration with the UF Directory).
CITRA Gate	outside Alachua County; IFAS Facility	Supported	Not Supported	Not Supported	Not Supported	5 - IFAS	They followed the standards and installed a stand-alone Lenel system, using a UF-approved Lenel VAR. They have a small number of cardholders and can manage them manually (without the cardholder integration with the UF Directory).
FMNH Storage Facility on 441	leased space	Not Supported	Not Supported	Not Supported	Not Supported	X - NONSUS	provided list of UF-approved VARs for stand-alone system (non-binding)

Progress One (Ctr of Excellence expansion)	leased space	Not Supported	Not Supported	Not Supported	Not Supported	X - NONSUS	provided list of UF-approved VARs for stand-alone system (non-binding)
CVS in 13th (Coll of Pharmacy)	leased space	Not Supported	Not Supported	Not Supported	Not Supported	X - NONSUS	provided list of UF-approved VARs for stand-alone system (non-binding)
Library Automation Facility on NW 39th Ave	leased space	Not Supported	Not Supported	Not Supported	Not Supported	X - NONSUS	provided list of UF-approved VARs for stand-alone system (non-binding)

Remaining Stand-Alone Level Systems on-campus		Standardization (1)	Implementation (2)	Maintenance		Bldg Budget Entity	Explanatory Notes
Facility	Status			Physical (3)	Application (4)		
Phillips Center for the Performing Arts (0315)	no action pending	Supported	Not Supported	Not Supported	Not Supported	1 - E & G	BASIS system - customer approached about consolidation - not interested
Stuzin Hall - Fisher School of Accounting (0029)	no action pending	Supported	Not Supported	Not Supported	Not Supported	1 - E & G	Level OnGuard (interior only) customer approached about consolidation - not interested
UF Data Center (1635)	approved; pending consolidation	Supported	Supported	Supported (*)	Supported	1 - E & G	Level OnGuard - customer approved consolidation - pending
Florida Gym (0021) - security video	no action pending	Supported	Not Supported	Not Supported	Not Supported	1 - E & G	customer approached about consolidation - not interested; stand-alone system approved by Curtis Reynolds