

Access Control at USC: Quick Reference Guide

USC has very specific standards related to the design, installation, maintenance and management of access control systems.

For Reference:

Full descriptions and extensive information please see Division 28 in the USC Basis of Design as well as the Access Control Master Specs and Details.

All of these documents can be found on the Engineering Services website:

<http://facilities.usc.edu/standards>

Questions? Contact [Jesse Weldon](#) x10992 or [Denise Conine](#) x15922

Does Your Project Need Access Control Coordination?

Building Exterior:

- New or modified entrance to a building? Yes
- Change of use of space? Maybe

Interior

- Change to layout and doors? Maybe
- Paint and carpet only? No

New Building

- Yes!

Projects:

Access control projects **will involve an approved Security Consultant and an approved Security Contractor/Vendor**. Both of these types of service providers need to be approved by the University prior to being awarded any projects. USC has strict guidelines as to who is approved as a consultant or a vendor regardless if the consultant or contractor is prime or a sub.

Access control projects may not be done as design build.

The Security Consultant will be a member of the design team, ideally contracted by the Architect. Services will include drawings and specifications, meetings with User Group as well as the USC participants in access control. Design of the system will follow USC standards and guidelines for these type of systems. Requirements necessary to be approved as a Security Consultant are found in the USC BOD Division 28.

The Security Contractor/Vendor will be a member of the construction team as a sub-contractor to the Electrical Contractor. The Security Contractor/Vendor must be chosen from the FMS Approved Contractor list (listed under Access Control).

Defining Access Control:

The term "access control" defines a system that restricts access to a facility based on a set of parameters. Access control systems include card reading devices of varying technologies and evidentiary cameras.

Access control is divided into two categories: external perimeter building access control and interior access control.

- External access control is achieved through a Lenel OnGuard (Lenel) system including card readers and cameras. ****All exterior doors are required to be electrified and connected to the Lenel system.****
- Interior access control and security is determined by the needs of the individual schools, departments, and staff, on a building by building basis. Interior access control can be achieved via either a Lenel system or another system.

Coordination:

Access control systems require coordination between the doors, frames, and hardware, the electrical system and data system. Doors and hardware standards can be found in Division 08 in the USC Basis Of Design.

USC Participants in Access Control:

Five different USC departments play a role in developing and maintaining an access control system:

- Facilities Management Services (FMS) is responsible for overseeing the maintenance of the hardware of the system. FMS determines the standards for installation, including wiring of the doors and door frames, types of wires used, and mounting of equipment.
Contact Jesse Weldon (system) and Denise Conine (doors and hardware).
- The Department of Public Safety (DPS) is responsible for assessing and approving the locations of all access control devices.
Contact Robin Tilley.
- Administrative Operations IT group (Admin IT) is responsible for the maintenance of the main servers and access control data. Admin IT determines the standards for all server related hardware and software, including university wide system upgrades.
Contact Bob Oleinik and Geoff Richey.
- Information Technology Services (ITS) is responsible for providing network connectivity to the building and access control devices, as well as the maintenance of this connectivity. ITS determines the standards for all networks and network devices.
Contact Marty Ruggles
- USCard is responsible for maintaining the credentialing database and time schedules for some buildings, on a building by building basis. Contact Bernie Moreno or Paula Salinas. (Please note some departments maintain this information for themselves)