

DESMARAIS BUILDING ACCESS CARDS AND KEYS

Each access card is identified by a number that is assigned to you specifically. Protection Services is able to see any and all use of the card. Do not lend your card to anyone. If an unauthorized access is recorded you will be held responsible. **REPEATED UNAUTHORIZED ACCESS MAY RESULT IN THE TEMPORARY OR PERMANENT CANCELLATION OF YOUR ACCESS CARD.** If you lose your access card, report it immediately to the Telfer Graduate Office.

Here are the areas of the Desmarais Building that you may use with your access cards and keys.

1. Access to the 4th floor

The 11 Graduate Study Rooms and the Graduate Students' Lounge are kept locked at all times, to ensure that they are used only by MBA, MHA and MSc Management students. This ensures that the equipment we provide you is safe.

To open the Graduate Students' Lounge, you must use the four-digit code that is given at the Introduction to the MBA and MHA.

To open nine of the Graduate Study Rooms, DMS 4145, 4146, 4147, 4151, 4152, 4153, 4154, 4155 and 4166, you must use the key provided to your team's representative, based on the prior reservation on [Common Office](#).

To open two of the Graduate Study Rooms, DMS 4143 and 4144, you must use the access cards provided, based on the prior reservation on [Common Office](#).

After 7:00 p.m. during the week (Monday to Friday) and throughout the weekend (Saturday and Sunday), you must also use the access card to open the fire doors of the **4th floor graduate corridor**.

After 11:00 p.m. on weekdays, and over the weekend and on legal holidays, use the access card to open the **outside doors of Desmarais Building** and activate the **elevators on the ground floor and the 4th floor**.

2. Access to the Computer Lab

The Computer Lab in DMS 2150 is available 24/7 and does not need an access card or key.

3. No entry

You have **no access to offices and classrooms on the 4th or 2nd floor, or to any other floors.**

Staircases are not open from 11:00pm to 7:00am from Monday to Friday, at all time during the weekend and on Holidays. You must use the elevator. Of course, in the event of an emergency, the staircases will open automatically.

Do not attempt to enter any other rooms than those mentioned above with your access card as this will set off the silent alarm. If you do set one off by mistake (it shifts to green and returns to red), immediately contact the University's Protection Service at 613-562-5499. If the Protection Service doesn't hear from you, it will automatically deactivate your card for a week. In case of a repeat false alarm, Protection could permanently cancel your card.

Rules and instructions for access card use at the University of Ottawa – Desmarais Hall

Please have the card administrator explain all the information in this document.

- Your administrator is granting further access on an existing card you had in your possession from a different administrative unit? Yes No
- This is your only University of Ottawa access card in your possession Yes No
- This card is a replacement card. Yes No
- Your access time is restricted as per scheduled times Yes No
- Your card is restricted on holidays Yes No
- You have been advised exactly which areas you have access to? Yes No
- Your card has an expiry date and is to be returned upon expiry. Yes No

Important Information

Cards used in unauthorized areas or outside of authorized time periods will trigger a silent alarm with Protection Services.

A door held open for more than 120 seconds can trigger the alarm.

Never hold a door open with an object.

Never hold a podium door or cover open with an object.

If you lose your card or have it stolen, you must report it to your department's card administrator or to Protection Services immediately

You are personally responsible for your access card.

Never lend your access card.

Never allow unauthorized persons or persons without an access card to enter rooms that require an access card. If you break this rule, you may have your access card withdrawn

If you yourself enter a room without authorization, you may have your access card withdrawn.

The section below confirms that you have read and understood how the access card system works, the objective being to prevent false alarms at Protection Services.

I, (please print your name) _____, have read and confirm that I understand the rules and instructions governing the University of Ottawa access card system.

My student number is _____.

Program: MBA MHA Classification: full-time part-time

If the use of my card causes a problem or an alarm, authorities can contact me by e-mail at (_____@_____) or by phone at (_____).

I recognize that both Protection Services and my service or academic unit managers reserve the right to cancel my card if I fail to follow the rules and instructions above.

 Signature required Date ADMINISTRATION: Card no. _____