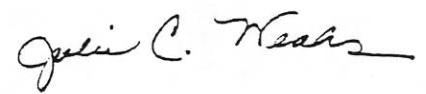


The University of New Mexico

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MEMORANDUM

DATE: June 11, 1999
TO: Distribution
FROM: Julie C. Weaks, Interim Vice President for Business & Finance
SUBJECT: UNM Tunnel Security Policy



The University has five miles of underground tunnels containing steam lines, chilled water lines, high voltage electric circuits, telecommunication lines, and other utilities. In addition, there have been wires and cables installed by various departments. These utilities were installed by campus departments with no regard for quality standards during the construction process. As a result of this lack of control and coordination, many conditions exist which interfere with operational maintenance and repair work. Safety is also an issue of major concern.

In order to better manage this resource and insure safety and security, it is necessary to limit tunnel access. All tunnel access must be authorized by a member of the Ford Utilities Center staff. Jim Rawls, Steve Marquez and Marty Chavez are the designated personnel to approve all tunnel activity.

Tunnel entry is controlled by a key card security system that reports to the Ford Utilities Center. For safety reasons, authorized personnel must swipe their access card to open the gate and swipe again when leaving the tunnel, even though the gate can be opened from the inside without a card. If personnel accessing the tunnels do not comply with these procedures, future access may be denied.

All requests for security codes giving access to the tunnels must be approved by the Associate Director of Utilities, Physical Plant Department, or by the Director of the Physical Plant.

Contractors will be given authorized tunnel access for the duration of a given project. The project manager must contact Ford Utilities Center identifying the contractor and project. The contractor will be briefed on the UNM Tunnel Use Policy and be required to sign out a tunnel access card. It will be the responsibility of the department authorizing the contractor to provide appropriate supervision of all work and to ensure the security of the tunnel system on a daily basis. It will be the responsibility of Ford Utilities to brief all contractors and control the tunnel access cards. All personnel and contractors who work in the tunnel system must secure all gates and doors when passing through them. Contractor cards must be returned immediately upon completion of a project.

All questions regarding this policy should be directed to the Manager, Plant Operations & Maintenance, Ford Utilities Center, at University & Dr. MLK Jr. Ave. NE., telephone number 277-2464. Thank you for your help in ensuring the safety of our staff and the security of our systems.