

SUBJECT: Communications Room and Telecommunications Utility Vault Security and Access	Effective Date 9/22/2014	Policy Number 4-013	
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	Responsible Authority Vice Provost for Information Technologies and Resources		

APPLICABILITY/ACCOUNTABILITY

This policy applies to all University of Central Florida departments, centers, and units.

POLICY STATEMENT

All communications rooms and telecommunications utility vaults, as defined below, are to be secured and used exclusively for university enterprise voice, data, and CATV services and the supporting cabling and electronics infrastructure. The university's enterprise communications networks support critical applications and services including telephony, wired and wireless data, CATV, and life safety applications. Communications rooms must not be used for storage of non-enterprise communications hardware or material. Any activity in these rooms (MDF and IDF) not conducted or approved by Computer Services & Telecommunications (CS&T) can result in loss or impairment of these critical services or compromise information security.

All communications rooms must be locked at all times. The rooms are under the control and management of CS&T and are to be secured by university-approved locking devices. If a mechanical lock is used, it must have a Great Grand Master (GGM) core. Communications rooms shared by Facilities and Safety (electrical, HVAC, and custodial) will be secured in a manner mutually agreed upon by CS&T and Facilities and Safety.

CS&T is responsible for managing access to all telecommunications rooms. CS&T will facilitate any access control changes for any locking device or access to a communications room door

using standard university procedures. Tampering with telecommunications equipment will result in appropriate disciplinary action.

DEFINITIONS

Communications Network. The hardware, software, and copper and fiber optic cabling comprising a voice, data, video, CATV, signaling, sensing, or control communications system.

DAS. A Distributed Antenna System enhances the coverage and capacity of radio frequencies used by cellular carriers and public safety first responders.

E911. Enhanced 911, a service through which building name, room number, and telephone number information is provided to the UCF Police Public Safety Answering Point (PSAP).

LAN (Local Area Network). A data network that interconnects computers within a limited area such as a building, campus, or laboratory.

MDF and IDF (Main Distribution Frame and Intermediate Distribution Frame). These are communication rooms within a building that house and secure communications network equipment and cabling termination and distribution points.

Telecommunications Utility Vault (TUV). Underground concrete structures used with underground communications conduit to assist in communications cable placement and splicing.

PROCEDURES

The following procedures are intended to maintain the physical and logical security of all University of Central Florida communications networks and telecommunications facilities.

Access Management

In accordance with *Provost's Guidelines for the Planning, Construction, and Use of University Facilities* (<http://www.fp.ucf.edu/guides/planning.pdf>), MDF and IDF rooms may not be used as server rooms or for any other purpose not authorized in advance by CS&T.

All MDF and IDF spaces must be accessible to authorized CS&T personnel 24 hours per day and 365 days per year in order to conduct scheduled or emergency maintenance.

The University Police shall have access to communication rooms as necessary for performing their duties and will follow their internal policy for accessing buildings and residence spaces. .

In communications rooms (MDFs and IDFs), all telecommunications equipment will be secured in lockable cabinets.

Access to any UCF telecommunication room or closet by non-CS&T personnel will require an advance appointment and escort by a CS&T staff member. Visitors wanting access must first call the Service Desk at 407-823-5117 or email ServiceDesk@ucf.edu to create a service ticket. The service ticket request must include an explanation of the need to access university communications rooms.

RELATED DOCUMENTS

Provost's Guidelines for the Planning, Construction, and Use of University Facilities
<http://www.fp.ucf.edu/guides/planning.pdf>

INITIATING AUTHORITY

Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>4-013</u>	
Initiating Authority: <u>Will F. Menezes</u>	Date: <u>9-19-14</u>
University Policies and Procedures Committee Chair: <u>Donald Bishop</u>	Date: <u>9/18/2014</u>
President or Designee: <u>John C. Hill</u>	Date: <u>9/22/14</u>