

<b>SOP-I-0020</b>	<b>Center for Technology and Innovation and Venture IV Suites and Building Access</b>	
<b>SOP Type:</b>	<input checked="" type="checkbox"/> Internal SOP - DELTA-level that does not directly affect entities outside of DELTA <input type="checkbox"/> External SOP - DELTA-level that affects these entities: <input type="checkbox"/> Unit SOP - DELTA individual unit(s) affected:	
<b>Contact:</b>	DELTA Business Office	
<b>Effective Date:</b>	April 1, 2009	<b>Last Revision Date: May 22, 2019</b>

## 1. Introduction

This procedure is intended to address suite and building access for the Center for Technology and Innovation (CTI) suites 220 and 230 as well as Venture IV, suite 236. The CTI main office entry door to suite 220 is unlocked Monday through Friday, from 8:00 am until 5:00 pm. After hours, a campus ID is required to enter suite 220. Additionally, both entry doors to suite 230 are locked at all times and a campus ID is required for entry. The Venture IV suite 236 main office door will lock manually and will require a key to lock and unlock the suite. Regular operating hours for the Distance Education administrative office are Monday through Friday 8:00 am until 5:00 pm. Testing doors are open Monday through Thursday 8:00 am until 7:00 pm and Friday 8:00 am until 4:00 pm. This is subject to change based on circumstances (i.e., classes not in session, summer schedule, etc.). Changes will be posted on the testing website [https://online-distance.ncsu.edu/current\\_students/testing-services/](https://online-distance.ncsu.edu/current_students/testing-services/).

If you need a key to other university buildings, please contact the [liaison](#) for that building (i.e., the building liaison for D.H. Hill Library would disburse keys to permanent DELTA employees who require access to the ITTC labs).

## 2. Guidelines

The DELTA Business Office is responsible for the issuance and tracking of all CTI and Venture IV keys, access fobs and CTI suite campus ID card access. CTI and Venture IV access is restricted to:

- a) Permanent DELTA employees that have a work location in CTI suites 220 or 230 or Venture IV suite 236.
- b) Permanent DELTA employees that have received authorization from their senior management team representative to obtain access to CTI or Venture IV if not located in either building.
- c) Permanent DELTA employees who work non-standard/flexible hours and have valid job justification to enter CTI outside of normal access hours.
- d) Temporary Employees Venture IV Building Access. Temporary Employees are provided access to suite 236 during the Testing Services Center's operating hours.
- e) Temporary Employees CTI Building Access. Temporary Employees will not be issued a key fob for building access. However, with supervisory approval, a temporary employee may be provided a key fob with the below stipulations.
  - a. Temporary employees may only use the building fob during their working hours with DELTA. Temporary employees must use the doors with access to a card reader.
  - b. After hours access to the building must be for work related duties only.
  - c. The building fob cannot be shared with anyone under any circumstance.
  - d. Violation of this procedure may result in loss of building access privileges.

f) The outline below addresses CTI suite *campus ID card* accesses:

Center for Technology and Innovation (CTI)	CTI Admin Suite (220)	CTI Office Suite (230) (both suite doors)	CTI Mini Studio (220-33)	CTI Building Access
CTI Suite 220 Employees (Admin Suite)	24/7	24/7	8:00am – 4:45pm, M-F (some have 24/7 access)	24/7
CTI Suite 230 Employees (Office Suite)	6:00am - 8:00pm (7 days per week)	24/7	8:00am – 4:45pm, M-F (some have 24/7 access)	24/7
DELTA employees not located in CTI		7:00am - 6:00pm, M-F	As Assigned	7:00am - 6:00pm, M-F
CTI Student & Temp Workers		7:00am - 8:00pm, M-F	As Assigned	7:00am - 6:00pm, M-F
Keystone, Inc. Staff (property management & housekeeping).	24/7	24/7	24/7	24/7