



Telecommunications Equipment Room and Telecommunications Utility Vault Security and Access

Policy Number	4-013.1
Responsible Authority	Vice President for Information Technologies and Resources and CIO
Initiating Authority	Vice President for Information Technologies and Resources and CIO
Effective Date	1/06/2020
Date of Origin	9/22/2014

APPLICABILITY/ACCOUNTABILITY

This policy applies to all employees, volunteers, visitors, and students of University of Central Florida departments, centers, and units, including Direct Support Organizations (DSO) and contractors working on behalf of the university.

POLICY STATEMENT

All telecommunications equipment rooms and telecommunications utility vaults, as defined below, are to be secured and used exclusively for university enterprise voice, data, and cable television services. These spaces house and secure the cabling and electronic infrastructure that operates the university's enterprise communications networks. These networks support critical applications and services including telephony, wired and wireless networks, cable television, access control, two-way radio, distributed antenna systems and life safety applications. Telecommunications equipment rooms must not be used for storage of non-enterprise communications hardware or material. Any activity in these rooms not conducted or approved by UCF IT Telecommunications can result in loss or impairment of these critical services or compromise information security.

All telecommunications equipment rooms must be locked at all times. The rooms are under the control and management of UCF IT Telecommunications and are to be secured by university-approved locking devices. If a mechanical lock is used, it must have a Telecommunications Room Core or a Great Grand Master (GGM) core. Any telecommunications equipment rooms shared by Facilities and Safety (e.g., electrical, HVAC, or custodial) will be secured in a manner mutually agreed by the two departments.

UCF IT Telecommunications is responsible for managing access to all telecommunications equipment rooms.

DEFINITIONS

Telecommunications Equipment Room. Dedicated rooms or spaces within a building that house and secure communications network equipment and termination and distribution points for cabling.

Telecommunications Utility Vault. 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 telecommunications networks and facilities.

Access Management

In accordance with UCF Policy 3-126, Space Allocation and Use, telecommunications equipment rooms may not be used as server rooms or for any other purpose not authorized in advance by UCF IT Telecommunications. All university server equipment should be located in an approved University facility.

All telecommunications equipment rooms must be accessible to authorized UCF IT Telecommunications personnel 24 hours per day and 365 days per year in order to conduct emergency or scheduled maintenance.

All equipment in telecommunications equipment rooms will be secured in lockable cabinets. Tampering with telecommunications equipment will result in appropriate disciplinary action.

Access to any UCF telecommunications equipment rooms by non-UCF IT Telecommunications personnel will require an advance appointment and escort by a UCF IT Telecommunications staff member. Visitors wanting access must first call the UCF IT Support Center at 407-823-5117 or email itsupport@ucf.edu to request a service ticket, which must include a detailed explanation of the need to access university communications rooms.

RELATED DOCUMENTS

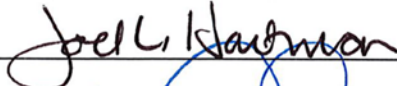


[UCF Policy 3-105 Keys](#)

[UCF Policy 3-126 Space Allocation and Use](#)

CONTACTS

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POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-013.1	
Initiating Authority: <u></u>	Date: <u>12-19-19</u>
University Policies and Procedures Committee Chair: <u></u>	Date: <u>12/17/19</u>
President or Designee: <u></u>	Date: <u>1/6/20</u>

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