

## ***A message from Facilities on the recent installation of bollards throughout campus***

- Our campus bollards are typically placed at 4' apart. Bollards at 4' is standard for cart access. As a means to limit smaller autos: Smart Cars, Prius, Coopers, and/or other, we placed our bollards at the recommended standard of 4'. In a few circumstances, we had to alter this measurement due to underground utilities, and/or for other security purposes. Those locations are: the street located between North Corp Yard & La Kretz, and the UAS West side front main lobby doors. On these particular bollards, those that are less than 4' apart, we have placed red stickers as a warning to all cart drivers. Do not proceed through a set of bollards with red decals. You will not fit. Drive between bollards without red sticker decals (1.5" red circles). We may have a few additional locations added to this list, please proceed with caution, and look for red decals.
- As it pertains to driving thru our bollards, please proceed slowly, and with caution. If there is any question about whether or not your cart will fit, like those of you driving with added toolboxes and/or materials, you may need to lower a bollard to proceed. When you drive through the bollards, go slow, go straight, and proceed with caution.
- At this time, only Managers, Supervisors, and Leads have been given keys to our retractable bollards. Please assist members of your team as needed. If additional keys are needed, please discuss with your Manager. All those assigned a key, are expected to adhere to the guidelines as outlined in this document. We will continue to maintain a list of those that have been assigned a bollard key.
- When it comes to lowering a bollard, you can lower the bollard to pass, for yourself, or for a member of your crew, but then you must immediately raise it afterwards. This is without exception. Statements like, "I was only going to be a couple of minutes," will not be accepted.
- If and when anyone sees a bollard lowered they should either raise it or contact public safety or facilities immediately.
- Why did we install bollards? Two reasons:
  - Uber/Lift drivers were driving on our main pedestrian campus walkways looking for their customers. This practice needed to be addressed.
  - Due to recent events in the news, we elected to safe off the main pedestrian walkways from all autos.
- There are two type of newly installed bollards: fixed (round top), and retractable (flat top w/handle). The retractable bollards need a key to operate, both to lower and raise. All Managers, Supervisors, and Leads have been given a key to operate.
- Are you authorized to lower a bollard for another campus department, outside vendor, or other? No. However, you can ask a few questions, like: "Who are you here to see?" "Where are you going?" "On who's request have you come to our campus?" "Do you have a contact name and number that I can contact on your behalf?" We can assist, but we must take the time to get validation from the requestor. As previously mentioned, you can lower the retractable bollards for members of your crew, and/or members of our Facilities Services Team, CPDC, EH&S, Property, and Shipping & Receiving but we must take time to validate the request if it is not a member of our direct team.
- Most likely, allowing access to our campus, through our bollard system, will be a shared effort between Facilities Services & Public Safety, so help as you can.
- This current installation is a phase 1, and there will most likely be a 2<sup>nd</sup> phase for additional bollards come summer 2018. We will keep you posted.