

**Department of General Services
Division of Engineering and Buildings
Bureau of Facilities Management**



DEPARTMENT OF
GENERAL SERVICES

Serving Government. Serving Virginians.

**PROCEDURES FOR THE CAPITOL AREA COMPLEX
IDENTIFICATION AND BUILDING ACCESS CARD PROGRAM**

**Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Program**

TABLE OF CONTENTS

Quick Reference Procedures Summary	Page 1
Purpose	Page 2
Administration	Page 2
Agency Responsibility	Page 2
Obtaining a Card	Page 4
Employee Responsibility	Page 5
Other Services	Page 6
Building Access Level Choices	Attachment A
DGS Card Access Control Buildings Hours of Operation	Attachment B
Agency Head Designee Form (DGS-32-008)	Attachment C
Coordinator Designation Form (DGS-32-007)	Attachment D
Identification and Building Access Card Application (DGS-32-003)	Attachment E
Building Access Transactions Report Request Form' (DGS-32-009)	Attachment F

Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Program

Quick Reference Procedures Summary

Forms:

- ✓ Agency Head Designee Form. (DGS-32-008 - Attachment C)
- ✓ Coordinator Designation Form. (DGS-32-007 - Attachment D)
- ✓ Identification and Building Access Card Application. (DGS-32-003 - Attachment E)

Obtaining Cards:

- ✓ Complete Application.
- ✓ Schedule Appointment with BFM Building Access Section 786-0042.
- ✓ Report to BFM Building Access Section located at 215 Governor Street on scheduled day with the completed Application and a form of picture ID.

Replacing Cards:

- ✓ Complete replacement card information on Application and fax or deliver to BFM Building Access Section (215 Governor Street).
- ✓ Return broken or damaged Card to BFM Building Access Section.
- ✓ If Card is lost or stolen, contact the Building Access Section at 786-0042 immediately for deactivation.
- ✓ Employee pays a \$15.00 fee for replacement of a Lost or Stolen Card.
- ✓ Employee or Agency Card Coordinator will receive replacement Card.

Employment Termination:

- ✓ Agency Coordinator returns Card and Application with termination date to the Building Access Section.
- ✓ In an emergency situation during business hours, notify the Building Access Section at 786-0042.
- ✓ Afterhours emergency termination, contact BFM 1stService Desk at 786-3578.

Phone Numbers to Remember:

Building Access Section:	786-0042
Section Manager:	786-8413
Fax Number:	786-5911
Emergency afterhours building access and termination:	786-3578

Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Program

Purpose

In an effort to enhance security in the Capitol Area Complex buildings, the Department of General Services (DGS) is providing Identification and Building Access Cards (Cards) to state agency employees and selected contractors. The Cards provide personal identification and building access to specified buildings and parking decks throughout the Capitol Area Complex. The Division of Capitol Police and the Department of General Services request all state employees and contractors to display their Identification Cards at all times while on the Capitol Area Complex.

I. Administration

The Division of Engineering and Buildings, Bureau of Facilities Management (BFM), will administer the program and Cards. BFM will provide agencies with information on the operating hours of the occupied buildings in this program (Attachment B).

II. Agency Responsibility

For employees and contractors, each agency is responsible for:

A. Ensuring adequate security for employees and property within the tenant agency's building.

1. Tenant agencies are responsible for establishing their own policies and procedures for determining building access needs for their employees. Contractors and non-state employees that need to obtain clearance and access to work in a DGS maintained facility should consult the Non-State Employee Identification and Building Access Card Policy. Consult the DGS Data Closet Policy if access is needed to any enclosed space for housing data and telecommunications equipment, cable terminations, and cross-connects.
2. Tenant agencies are responsible for informing participating employees and contractors of their responsibilities as follows:
 - Using the Card only for identification and authorized access to state facilities.
 - Safeguarding the Card and not allowing it to be used by anyone else.
 - Notifying the Agency Card Coordinator if the Card is lost or stolen.
 - Paying a \$15.00 fee for replacement of a Lost or Stolen Card.
 - Returning the Card to the Agency Card Coordinator immediately upon termination of employment. Agency Card Coordinator returns Card to the Building Access Section.

**Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Program**

B. Approving Identification and Building Access Card Application (Application) with related access levels.

1. The Agency Head authorizes an employee a building access level by approving the Application (Attachment E) for buildings the agency occupies. The Agency Head may delegate the authority to approve access and access levels to an Agency Head Designee by completing the Agency Head Designee Form (Attachment C). Send the completed Agency Head Designee Form to the Bureau of Facilities Management, Parking Services Section, 215 Governor Street, Richmond, VA 23219 or fax 786-5911.
 2. Employees approved for building access will receive an activated Identification Building Access Card (Card). The Cards will be programmed by BFM for the agency approved building access levels (Attachment A). Those employees approved for an Identification Card only, will receive a non-programmable Card. It is recommended that agencies approve the minimum building access needed for each of their employees.
 3. At any time an agency may request expanded building access hours for temporary periods. The Agency Head or Agency Head Designee completes the access change information on the Application including the access effective date and expiration date. Upon expiration of the temporary period, the access level will revert to the previously approved level unless an updated Application is received from the agency.
- Example of a Temporary Period: Expanded after hours building access during the General Assembly Session:

Bldg No.	Approved by:	Access Level	Effective Date	Expiration Date	Initials
733	Agency Head/ Designee Name	Level I	Current		BFM data entry initials
733	Agency Head/ Designee Name	Level II	01/11/XX	03/11/XX	BFM data entry initials

All requests received for access to buildings other than those occupied by the agency shall provide written justification for the access need which will then be forwarded to the DGS Director or his designee for review and approval.

C. Coordinating with BFM, maintaining agency building access records, and reporting changes in status.

The Agency Head or Agency Head Designee may delegate this responsibility to an Agency Card Coordinator (Coordinator) by completing the Coordinator Designation Form (Attachment D).

Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Program

III. Obtaining Cards

- a. The Agency Head or Card Coordinator will coordinate the completion of the Application and scheduling for the employee or contractor with the BFM Building Access Section at 786-0042.
- b. On the appointment date, the employee or contractor should report to the BFM Building Access Section located at 215 Governor Street with:
 - A form of picture identification such as a driver's license or current agency identification card, and
 - The completed Application (Attachment E).
- c. BFM will photograph the employee, process the Card, and issue the Card at that time (schedule permitting). BFM will provide the person with a copy of completed Application and forward a copy of the Application to the Agency Card Coordinator.

If time does not permit the immediate processing of the Card(s) at the time of scheduled appointment, BFM will notify the Coordinator when the Card(s) and Application(s) are available for pick up from the Building Access Section. The Coordinator will then distribute the Card(s) to the employee(s) or contractor(s) accordingly.

2. Reporting Changes in Status

- a. **Terminations** – The Coordinator notifies the BFM Building Access Section of an agency's employee termination date by submitting a copy of the most recent Application indicating the date of termination. The Building Access Section will deactivate the Card by the close of business on the day specified. The Coordinator will retrieve Card from employee and return it to the Building Access Section within two business days following termination.

In the event the Card is not retrieved from an individual in an immediate termination situation, the Agency Head or Agency Head Designee may contact the BFM Building Access Section at 786-0042 with the employee and Card information for immediate Card deactivation. A copy of the employee's current Application (with the termination date noted) is to be faxed to 786-5911.

In an afterhours emergency situation, the Agency Head or Agency Head Designee can provide the BFM 1stService Desk at 786-3578 with the employee name and Card information (if available) for deactivation. A completed termination Application is to be faxed the following business day to the BFM Building Access Section at 786-7311. The Coordinator is to return the Card to BFM Building Access Section located at 215 Governor Street.

Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Program

- b. **Change in Location** – If an employee is transferred from one building to another within the agency, the agency’s Coordinator submits a new completed Application with the updated building information.
- c. **Change in Access Level** – The Coordinator or Agency Head Designee may submit a completed Application indicating the access level change to the BFM Building Access Section. The access level will be changed within one (1) business day of receipt.

3. Card Replacements

- a. **Replacement of Broken Cards** – To obtain a replacement Card, the Coordinator will submit an Application and the broken Card to the BFM Building Access Section. A new Card will be processed and issued within one (1) business day of receipt of the original completed Application. The replacement Card will be issued at no charge provided that the broken Card is returned.
- b. **Lost or Stolen Cards** – Each employee is responsible for immediately reporting a lost or stolen Card to the Agency Card Coordinator. The Coordinator will notify the BFM Building Access Section by immediately faxing the Application indicating Card status to 786-7311 and calling 786-0042. Upon receipt of the Application, the Building Access Section will process a replacement Card. A \$15.00 replacement fee in the form of a check or money order payable to Treasurer of Virginia, will be due upon receipt of the replacement Card.

IV. Employee Responsibility

Each employee and contractor is responsible for the following:

- Using the Card only for identification and authorized access to state facilities.
- Safeguarding the Card and not allowing it to be used by anyone else.
- Notifying the Agency Card Coordinator if the Card is lost or stolen.
- Paying a \$15.00 fee for replacement of a Lost or Stolen Card.
- Returning the Card to the Agency Card Coordinator immediately upon termination of employment.

**Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Program**

V. OTHER SERVICES:

1. Provide electronic copies of agency photographs.

The Department of General Services will provide DGS tenant agencies and non-tenant agencies with electronic copies of the agency's employees' photographs upon receipt of a written request from the Agency Head at the rates cited below.

Number of employees	Agency Initial Cost	Photo Updates (Optional)
1 – 50 employees	\$ 100.00	\$ 25.00 per quarter
51-100 employees	\$ 200.00	\$ 50.00 per quarter
101-250 employees	\$ 300.00	\$ 50.00 per quarter
251-500 employees	\$ 500.00	\$ 50.00 per quarter
501 + employees	\$1,000.00	\$ 50.00 per quarter

2. Provide agencies outside the Capitol Area Complex (non-DGS tenants) with Identification Cards.

The Department of General Services will process Identification Cards for state agencies not currently occupying rental space in a DGS-owned or managed building at the rate cited below.

One-Time Set-up Fee:	\$ 25.00 one time
Identification Card Fee:	5.00 each
Programmable Access Card:	15.00 each

3. Building Access Transaction Reports

The building access system collects data when access cards are presented to a card reader. An Agency Head or a designee that is on file with DGS should complete the 'Building Access Transactions Report Request Form' (DGS-32-009) to request a report for an individual employee of that agency. The report will show every time that person's access card was swiped at any card reader for the time period requested.

Data is limited to the 12 most recent months. Every effort is made to ensure data is properly archived, but DGS does not make any guarantees that the requested data will be available. If requesting data from the most recent 45 day period, there will not be a charge. Agencies requesting reports showing access transactions that have occurred beyond this 45 day window will be charged \$70 for each calendar month that data is requested.

For example if a request is made on April 1st for all the building access transaction data for an employee for March there would be no charge. If the request was for all of March and February there would be a \$70 fee. If the April 1st request was for one week in December and one week in August there would be a \$140 fee.

**Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Card Program**

BUILDING ACCESS LEVEL CHOICES*

Level I	Regular building operating hours (See Attachment B)
Level II	5/24 5 days a week, 24 hours per day (no holidays)
Level III	7/24 7 days a week, 24 hours per day (including holidays)

*Approve the MINIMUM Access Level required for each employee.

AFTER HOURS BUILDING ACCESS CAN BE PROVIDED ON A TEMPORARY BASIS TO MEET OPERATIONAL NEEDS (For example: General Assembly Session, Fiscal Year-end, or Special Projects).

In the case of an emergency, employees may contact the BFM 1stService Desk at 786-3578 for assistance in after hours building access.

**CAPITOL AREA COMPLEX
COMMONWEALTH OF VIRGINIA
BUILDINGS HOURS OF OPERATION**

DGS Card Access Control Buildings **Monday through Friday
Excluding State Observed Holidays**

MONDAY – FRIDAY

(# 783) 400 E. Cary Street	8:00 AM – 5:00 PM
(# 707) Aluminum Bldg., 217 Governor Street	8:00 AM – 5:00 PM
(# 707) Aluminum Bldg, 215 Governor Street	8:00 AM – 5:00 PM
(# 777) DCLS Laboratory (Main Entrance)	8:00 AM – 5:00 PM
(# 717) Ferguson Building	8:00 AM – 5:00 PM
(# 741) General Assembly Building	8:00 AM – 5:00 PM
(# 703) Jefferson Building	8:00 AM – 5:00 PM
(# 771) Library of Virginia	8:00 AM – 5:00 PM
(# 709) Madison Building	8:00 AM – 5:00 PM
(#784) Main Street Center	8:00 AM – 5:00 PM
(# 733) Monroe Building	8:00 AM – 5:00 PM
(# 727) Morson Row #1, 219 Governor Street	CLOSED
(# 728) Morson Row #2, 221 Governor Street	CLOSED
(# 748) Morson Row #3, 223 Governor Street	8:00 AM – 5:00 PM
(# 737) Ninth Street Office Building	CLOSED
(# 747) Old City Hall	8:00 AM – 5:00 PM
(# 701) Oliver W. Hill Building	8:00 AM – 5:00 PM
(# 706) Patrick Henry Building	8:00 AM – 5:00 PM
(# 782) Perimeter Center	8:00 AM – 5:00 PM
(# 761) Pocahontas Building	8:00 AM – 5:00 PM
(# 760) Powers-Taylor Building	8:00 AM – 5:00 PM
(# 738) State Capitol Building	8:00 AM – 5:00 PM
(#731) VA War Memorial	8:00 AM – 5:00 PM
(# 702) Washington Building	8:00 AM – 5:00 PM
(#785) Westmoreland Building	8:00 AM – 5:00 PM
(#708) Zincke Building, 203 Governor St.	8:00 AM – 5:00 PM

**Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Card Program**

Agency Head Designee Form (DGS-32-008)

Also available for download at www.dgs.virginia.gov/parking



DEPARTMENT OF
GENERAL SERVICES

Serving Government. Serving Virginians.

www.dgs.virginia.gov/parking



DIVISION OF ENGINEERING AND BUILDINGS

Parking Services and Building Access Section
215 Governor Street
Richmond, Virginia 23219
Inter-Agency Mail Stop: 194-17
Phone: (804) 786-5675
Fax: (804) 786-5911
ParkingServices@dgs.virginia.gov

Agency Head Designee Form

An agency in DGS operated facilities may designate a person. This form should be returned to the DGS Parking Services and Building Access Section.

ACTION REQUESTED			
<input type="checkbox"/>	New Designee Remove Previous:	<input type="checkbox"/>	Updated Contact Information

DESIGNEE INFORMATION			
First Name:		Last Name:	
Title:			
Agency:			Agency Number:
Building Name/Address:		Fax:	
Work Phone:		Alternate Phone: <small>(after-hours emergencies)</small>	
Email Address:			

FACILITIES (please list the building(s) and floor(s) your agency occupies)	
Building Name:	Floor(s):

The undersigned acknowledges his/her responsibility to comply with the policies issued by the Department of General Services.

Designee Signature:	Date:
---------------------	-------

Agency Head:	Date:
--------------	-------

Entered By: _____ Date Entered: _____

**Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Card Program**

Coordinator Designation Form (DGS-32-007)

Also available for download at www.dgs.virginia.gov/parking



DEPARTMENT OF
GENERAL SERVICES

Serving Government. Serving Virginians.

www.dgs.virginia.gov/parking



DIVISION OF ENGINEERING AND BUILDINGS

Parking Services and Building Access Section
215 Governor Street
Richmond, Virginia 23219
Inter-Agency Mail Stop: 194-17
Phone: (804) 786-5675
Fax: (804) 786-5911
ParkingServices@dgs.virginia.gov

Coordinator Designation Form

All agencies in DGS operated facilities must have designated coordinators. This form must be returned to the DGS Parking Services and Building Access Section.

ACTION REQUESTED	
<input type="checkbox"/> New Coordinator Remove Previous:	<input type="checkbox"/> Updated Contact Information

COORDINATOR Information	
First Name:	Last Name:
Title:	
Agency:	Agency Number:
Building Name/Address:	Fax:
Work Phone:	Alternate Phone: (after-hours emergencies)
Email Address:	

COORDINATOR ROLE (multiple roles can be selected)	
<input type="checkbox"/> Primary Agency Parking Coordinator (only one per agency)	<input type="checkbox"/> Secondary Parking Coordinator (may have multiple)
<input type="checkbox"/> Primary Agency Access Card Coordinator (only one per agency)	<input type="checkbox"/> Secondary Access Card Coordinator (may have multiple)
<input type="checkbox"/> Primary Agency Facility Coordinator (only one per agency)	<input type="checkbox"/> Secondary Facility Coordinator (may have multiple)

FACILITIES (please list the building(s) and floor(s) your agency occupies)	
Building Name:	Floor(s):

The undersigned acknowledges his/her responsibility to comply with the policies issued by the Department of General Services.

Coordinator Signature:	Date:
------------------------	-------

Agency Head or Designee Signature:	Date:
------------------------------------	-------

**Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Card Program**

Identification and Building Access Card Application (DGS-32-003)

Also available for download at www.dgs.virginia.gov/parking

**Department of General Services
Division of Engineering and Buildings
Building Access Identification Card Application**

APPLICANT COMPLETES:

Applicant Name:	
Applicant Position Title:	Office Phone No:
Agency/Division:	Building No.:
Office Building Address:	Floor /Room No.:

AGENCY CARD COORDINATOR COMPLETES:

Please Complete the Appropriate Card Action	Start Date: _____	Termination Date: _____	Access Level Change: <input type="checkbox"/>	Replace Card Broken _____	
	New <input type="checkbox"/>			Lost _____	
	Rehire <input type="checkbox"/>			Stolen _____	
	Transfer <input type="checkbox"/>				
Check Employment Status:			If Non-State Employee (Contractors, Interns, Fellows, etc.): Capitol Police Clearance ID		
State Employee: <input type="checkbox"/>			Expiration Date: _____		
Non-State Employee: <input type="checkbox"/>					
Bldg. No.	Approved by:	Access Level	Effective Date	Expiration Date	Initials

Bldg. No.	Interior Door#:	Approved by:	Access Level	Effective Date	Expiration Date
Supervisor Approval:					Date:
Approved by Agency Head or Agency Head Designee Signature:					Date:

APPLICANT ACKNOWLEDGEMENT

I acknowledge receipt of the Identification/Access Card (Card) supplied by the Department of General Services. By accepting this Card, I agree that I will:

- Use the card only for my identification and authorized access to state facilities,
- Safeguard the Card and not allow it to be used by anyone else,
- Notify the Agency Coordinator immediately if the Card is lost or stolen,
- Pay the \$15.00 fee if my Card needs to be replaced, and,
- Return the Card to the Agency Coordinator immediately upon termination of my employment.

Applicant's Signature:	Date:
-------------------------------	--------------

BADGING SECTION USE ONLY

Access Card #	ID Badge Only	Date
Access Card #	ID Badge Only	Date
Access Card #	ID Badge Only	Date
Access Card #	ID Badge Only	Date

**Department of General Services
Division of Engineering and Buildings, Bureau of Facilities Management
Capitol Area Complex Identification and Building Access Card Program**

Building Access Transactions Report Request Form' (DGS-32-009)

Also available for download at www.dgs.virginia.gov/parking



DEPARTMENT OF
GENERAL SERVICES

Serving Government. Serving Virginians.

www.dgs.virginia.gov/parking



DIVISION OF ENGINEERING AND BUILDINGS

Parking Services and Building Access Section
215 Governor Street
Richmond, Virginia 23219
Inter-Agency Mail Stop: 194-17
Phone: (804) 786-5675
Fax: (804) 786-5911
AccessCard@dgs.virginia.gov

Building Access Transactions Report Request

An Agency Head or a designee that is on file with DGS shall complete this form to request a report for an individual employee of that agency. This form should be submitted to the DGS Parking Services and Building Access Section.

PART 1: Requestor's Information			
Agency Name:		Agency Number:	
Requestor Name:		Phone:	
Fax:	Email:		
Cost Code:	Billing Address:		
Billing Instructions:			

PART 2: Information Requested
Please download access card data for the following employee for the time period(s) indicated. If requesting data from the most recent 45 day period, there will not be a charge. Requests beyond this 45 day window will be charged \$70 for each calendar month that data is requested. Data is limited to the most recent 12 months.
Name of Person that Data is Requested:
Access Card Number:
Time Period Requested:
<input type="checkbox"/> Most Recent 45 days of data (Free)
<input type="checkbox"/> Additional Data (\$70 for each calendar month that data is requested)
Time Period(s):

By providing your signature below you agree your agency is responsible for the charges incurred by this request.

Signature of Agency Head or Designee: (Designees must be on file with DGS)	Date:
---	-------