

ACCESS GUIDE FOR UCPORI STAFF

As a staff member of University Consortium of Pori (UCPori) you are allowed to get **a personal electronic key (and iron key) to the premises of UCPori.**

When you receive your key(s) and PIN code, you accept the rules and fees related to the key(s) with your signature.

A recordable CCTV covers the premises of UCPori.

How to get your keys?

The keys (including access rights) are made based on the information provided by the administration of the university units. New employees can pick up their keys + PIN code personally from the main lobby's Service Center/Info. When picking up the key, you must have an acceptable ID with you.

Key validity and return

The key is valid indefinitely or for a limited time. The validity of the key expires when the employment relationship ends. The keys must be returned immediately after the end of the employment relationship to the Service Center. Please note that if you return the key in another way than in person (e.g. to a mailbox or by post), you do so at your own risk. In this case, first ask the Service Center for more detailed instructions. A handling fee of €40 will be charged for electric keys that have not been returned.

When and where will you have access?

You have **access rights** (24/7) only to the premises in which the electric key lets you in. If the door does not open with the electric key, you do not have access rights to the space in question.

Moving around the premises is easy when you always use an electric key for locked exterior and intermediate doors. The door is locked if its gray handle does not bend. If there is no black reader device beside the locked door, you may not pass through the door at all when it is locked.

The iron key is only used on the doors of classrooms, conference rooms and workrooms, if they do not have a black reader device for an electric key.

NOTICE 1: You are NOT allowed to use main lobby's staircase at the weekends and from Mon to Fri between 20.30 pm and 07.00 am)

Alert → the security guard will come → alert fee

NOTICE 2: We recommend that you don't stay in the UCPori premises during 2:00–3:00. Access control system is updating data during that time and you may cause an unnecessary alert.

Alert → security guard will come → alert fee

All alert fees will be charged from the person who causes the alert!

When the **exterior doors are locked**, you need also your **PIN code to open them.** Enter the code to the black electric key reader (black box with numbers in it) after you have "shown" the key to it.

In the evenings and during the weekends, you must use the main doors (Pohjoisranta 11 A), Pohjoisranta 11 C- doors or patio doors to get inside the building.

IMPORTANT! If you stay in UCPori premises in the evening, you must re-enter at 20:30–21:00.

The access control system throws everyone out of the system at 21:00. If you don't re-enter/sign-in (or leave the premises before 21:00), you cause an automatic alert. **Re-entering must be done in the staircase or outside the building. Use the PIN code if needed.**

Alert → the security guard will come → alert fee

Access control system will also cause an alert if you walk against your access rights or if you don't use the electric key at every door you should have.

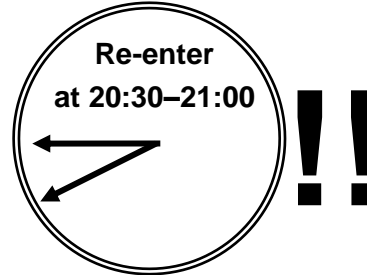
Alert → the security guard will come → alert fee



The door is locked, if it does not open from the gray handle.



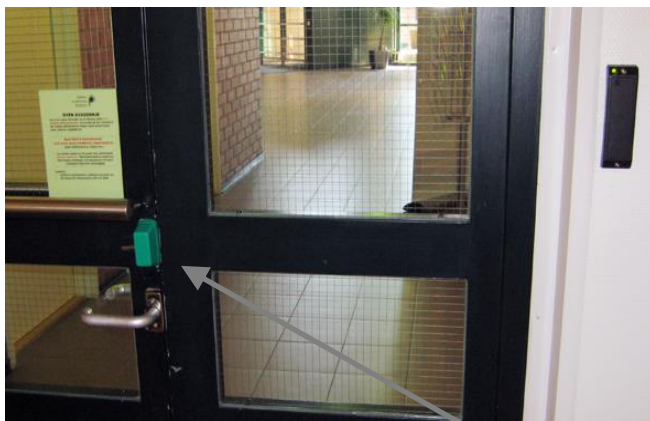
The electric key reader



Re-entering must be done in the staircase or outside the building. Use the PIN code if needed.



If the front door is locked, do the following:
1. Put the electric key to the reader device
2. Enter your personal PIN code



It is forbidden to break or remove the green or bright lock covers.

It is not allowed to open the door from the small handle (usually under the lock cover), except in a case of emergency.

For more information, please contact the Service Center of UCPori:

Tel. +358 (0) 44 790 0079
palvelukeskus(at)ucpori.fi

In the evenings and on the weekends

Use electronic key in all the interior and exterior doors. Make sure all the doors are closed and locked properly. Don't leave or put any objects in the doorway. If the door stays open, it causes an alert.

You must be prepared to prove your identity to the staff of UCPori or the security guard if asked. You are also allowed to check the caller's identity.

Other rules

- Don't give your key to anyone else!
- Everyone must use their own electronic key to walk in and out
- Don't let someone inside the building when the doors are locked
- If you bring in your friend, who doesn't have own key, stay together all the time to prevent alert call

If you lose your key, contact the Service Center!

Responsibility for the use of your key continues until you have informed the key loss.

All fees will be charged from the person who causes the alert or causes other damage (based on the decision of Executive Committee of UCPori)

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| Alert fees | 40,00 € (incl. 24% VAT) Weekdays from 6:00 Mon to Fri 18:00 |
| or | 70,00 € (incl. 24% VAT) Weekends, from Friday 18:00 to Monday 6:00 and during all holidays |
| Other fees | 16,00 € Lock covers (incl. VAT 24%) |