Physical Resources

Standard Operating Procedure

1.2.50 Acquisition and Implementation of Main Campus Networked Computerized Systems

Effective Date: April, 2016
Revision Date: N/A
Signature/Position: Associate Vice-President, Physical Resources

Purpose
To outline the process involved with the acquisition and implementation of main campus networked computerized systems.

Scope
Main campus building areas, rooms and/or equipment that requires continuous monitoring and/or controlled access.

Reference Documents
1.2.6 Building Access Policy

Acronyms
CCP: Campus Community Police, Emergency Management and Fire Safety
CCS: Computing and Communications Services
DEC: Physical Resources, Design, Engineering and Construction Department
EAG: Physical Resources, Electronic Access Group
EDT: Physical Resources, Electrical Design Technologist
MES: Physical Resources, Maintenance and Energy Services Department

General Information
Examples of main campus networked computerized systems include, but are not limited to the following:

- non-life safety alarms such as high temperature alarms on ultra-low temperature freezers or low temperature alarms on incubators
- electronic access control systems restricting access to rooms to designated individuals as per pre-programmed access
- internal/departmental video surveillance systems monitoring designated department occupied building areas and rooms
- building automation systems

All non-life safety alarm systems and internal/departmental electronic access control are currently monitored by the University’s security software system (Genetec).

Note: Going forward, stand-alone access systems will not be approved for installation on campus. The standard monitoring system will be the Genetec system.

Doors to be controlled by electronic access will be determined as per University of Guelph Policy, 1.2.6 Building Access Policy.
Procedure

Step 1 Requests

Requests for Installation of a Main Campus Networked Computerized System

Requestors must complete and submit a Work Request Form detailing the system required. The form may be downloaded from the Physical Resources Web Site at: www.pr.uoguelph.ca/pr/forms/work_request_form.pdf. Completed forms are to be scanned and emailed to the Physical Resources Work Order Desk at wo@pr.uoguelph.ca.

If requesting a video surveillance system, the requestor must first contact the CCP to discuss the specific building area, room or equipment for which access control and/or video monitoring is being requested. CCP will complete a physical inspection of the building area and will then, in consultation with both the EAG and the EDT, provide an explanation of monitoring systems which would be implemented and how they would be monitored.

Step 2 Cost Estimates

The EDT responsible for estimating and coordinating alarm system installations will investigate and estimate the cost of installing and implementing the alarm as per Physical Resources policy 1.2.9 Requesting Work and/or Project Estimates for Minor Alterations, Renovations and Similar Work.

The cost of acquiring a new networked computerized system, internal departmental non-life safety alarm, video surveillance and/or electronic access control systems will depend on the building area (layout and features) the type of systems and the vendor.

The EDT will, based on the estimate value, generate the following and forward to the requestor for approval and provision of GL coding by which the work will be funded:

- for estimates less than $5,000, a Work Order
- for estimates greater than $5,000, a Project Authorization

Step 3 Authorization and Funding

Upon approval of the Work Order or Project Authorization as per Physical Resources policy 1.2.10 Authorization of Funds for Projects, Minor Alterations/Renovation and Similar Work, the EDT will initiate preliminary preparations for the work to proceed.

Step 4 Design

The EDT will create a project design bid package for tender which includes the following as applicable:

- provision of equipment by the vendor
- provision of infrastructure power and communication wiring
- installation of an active communication addressable line by CCS
- provision of IP addressing by EAG once infrastructure is confirmed
- programming of equipment
- provision of management control software for client computers by the pre-approved security vendor if deemed appropriate after consultation with the EAG and review Software Maintenance Agreement
- commissioning by pre-approved security contractor, the Electrical Shop, CCP, the requestor and the EAG as applicable
Collection of Contact Information

Upon completion of the installation of a networked computerized system, the EDT will collect pertinent client contact information by issuing an Alarm Notification Contact Information Form (Word template) to the requestor.

The Requestor completes the form ensuring the provision of:

- alarm description and the department assigned equipment/system make, model and number assigned by their department e.g., High Temperature, - 80 Freezer #1.
- designated department contact(s) to be notified during regular hours and the contact(s) to be notified after hours in the event of alarming.

Recommended File Naming Convention

Building Number_Unit Type (make/model)_Room Number_Freezer Number (if portable)_Freezer Name
Example: 140_FR_4421_MCB-80_Freezer_Room_1.docx

The completed form (Word template) must be scanned and emailed to the EDT. The information will then be forwarded to Physical Resources Finance and Administration Department and the EAG.

A flow chart of the process is also available; refer to Appendix A – Collection of Non-Life Safety Alarm Contact Information.

Step 5 Installation, Implementation and Commissioning

The EDT will co-ordinate the alarm system installation within DEC and includes performing the following:

- generating work orders for the provision of services provided by the following as necessary:
  - Computing and Communications Services
  - Physical Resources, Electronic Access Group
  - Physical Resources Electrical Shop as required.

- hire a pre-approved communications contractor to provide the communication line required for the alarm and a pre-approved electrical contractor to install conduit and power supply wiring

- hire the pre-approved security contractor to provide the required alarm components and connect them to the equipment to be monitored and program the alarm

- verify the alarming of the equipment and communicate the status to the EAG and CCP

- commission the alarm system in cooperation with CCP and Physical Resources

Maintenance

Maintenance of non-life safety alarms, video surveillance and electronic access control systems will be performed as outlined in 1.2.52 Maintenance of Alarms, Video Surveillance and Electronic Access Control Systems.