



Guidance for Distribution of Facility Data, Documents, and Graphics Information

Purpose

The purpose of this guidance is to provide Division of Facilities Planning & Management (FPM) employees with a process for providing access to, and distribution of, facility information, plans, data, documents, drawings and photos.

The intent of this guidance is to promote the open access to necessary building information for students, faculty, staff, authorized agents representing interagency units, and the general public without compromising the safety and security of the University of Wisconsin-Madison (UW), its students, faculty, staff, visitors, or physical infrastructure.

The guidance is not intended to restrict academic research or publication of research work products unless the publication is otherwise restricted by UW policy or the granting agency. This policy covers all forms of media through which UW facility information may be disseminated (i.e. paper copies, compact discs (CD's), server access, internet access, etc.).

Access to facilities data at the UW

Access to facilities data at the UW is divided into three different levels: General Access, Administrative Access, and Limited Access. These levels were developed to balance the needs for institutional data with relevant security and safety considerations.

An electronic "Facility Data, Documents, and Graphics Information Request" form (Attachment 1) must be submitted for all information requests from UW staff and/or students and should be submitted for all information requests from the general public. Approval of requests for both General Access and Administrative Access will utilize an email notification system to FPM directors, and/or their designees, plus a representative of appropriate campus agencies, including UW Police, for disapproval. Approval of Limited Access requests will require a meeting of relevant parties. A current listing of these contacts will reside with FPM Assistant Vice Chancellor (AVC) office.

1) General Access

General access refers to information that is typically available with the level of detail set by business standards or publicly available from sources outside the UW. This includes both graphic and tabular data needed to present the UW to students, staff, administration,

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visitors, and peer institutions. The difference between available detail in paper versus electronic delivery should also be a consideration.

(NOTE: The supporting information used to generate this information may fall under Administrative or Limited Access, and should be regarded as such.)

Examples of General Access Data

1. Institutional facility graphics information used for planning and wayfinding purposes include:
 - Campus maps and photos representing building features and placement with no more detail than publicly available from industry sources (e.g. Google, MapQuest, etc.).
 - Floor plans for general access data will typically reflect wayfinding and evacuation information including entrances, halls, stairs, elevators, in addition to ADA accessible information, restrooms, classrooms, seminar rooms, auditoria, and teaching labs, as well as evacuation and safety information. Electronic posting of this information is NOT permitted when using architecturally-detailed plans.
 - American Disabilities Act (ADA) information will include the necessary accessibility information to allow disabled students and members of the general public the ability to navigate the campus exterior and interior corridors of UW buildings.
2. Institutional facility tabular data used for visitors, students, staff, interagency units, and peer universities includes:
 - Building information such as official name, number reference, street address used for directories, building name cross-references, and data sharing.
 - Summaries of facility information or key indicators.

2) Administrative Access

UW Administrative Access of facility information will be granted to current UW employees to promote the conduct of business or to facilitate the education for students within select courses of academic study (Engineering, Interior Design, Landscape Architecture, Urban Planning, Geography, etc.).

Representatives acting on behalf of inter-governmental agencies through existing mutual assistance agreements are also included.

Access granted to this information may include restrictions based on authorization of Schools/Colleges or Departments or location. This information may be delivered as hard copies, electronic format, or data feeds with the implied or written understanding that appropriate security of this information is the responsibility of the recipient.

(NOTE: The associated information used to generate the requested information may fall under Limited Access, and should be regarded as such.)

Examples of Administrative Access Data

1. Institutional facility graphics used for administrative and student purposes include:
 - Scaled drawings or aerial photography of any campus location, including maps, floor and mechanical plans for construction, planning, and maintenance.
 - Specific projects where the use of such information promotes the academic mission of the campus.
 - Faculty requesting facility information for class purposes in approved courses of study. Faculty should make requests as far in advance as possible in order to receive timely consideration of their request.
2. Institutional facility data and documents used for administrative and student purposes include:
 - Building, room, and/or asset records necessary for any business or administrative purposes.
 - Construction project specifications needed for facility maintenance and operations.
 - Record documents used for historic purposes or facility operations.

3) Limited Access

Due to safety and security consideration specific authorization is required for Limited Access data. Documented approval is required for this information to be delivered in any format. Access granted for this information may include restrictions based on authorization of Schools/Colleges or Departments or location. Representatives acting on behalf of intergovernmental agencies through existing mutual assistance agreements are also included.

Due the sensitive nature of this facility information the following procedures apply:

1. The designated recipient is responsible for taking reasonable measures to ensure appropriate security of this information.
2. Facilities Managers and/or the College Dean, Division heads, or his/her designee will be included in the discussion of all requests for restricted facilities data.
3. Individual Colleges and/or unit administrators must identify the authorized individuals within their respective colleges or units who will have access to building drawings and data for restricted facilities within their control.
4. Representatives of UW-approved or authorized architects, engineers, contractors, consultants, surveyors, etc. may obtain access to these drawings through their assigned contacts within FPM. Approved authorized agents under this section are required to notify their subcontractors of this policy if they will be copying UW building media (i.e. CD's) and distributing it to them. The UW will receive a copy of the signed subcontractor forms.
5. Agencies assigned primary responsibility for emergency response to the Madison campus as a result of intergovernmental agreements between the UW (such as the City of Madison for Fire Protection Services) will have full access to facilities data through their authorized agent(s).

Examples of Data Assigned Limited Access

1. Public assembly facilities or areas;
2. Sensitive administrative areas;
3. Lab animal holding facilities or areas;
4. Research facilities or areas;
5. Facilities housing communications infrastructure;
6. Facilities or areas housing hazardous materials;
7. Utilities related data;
8. Aerial photographs/scaled drawings of UW areas;
9. Government contract facilities.

Conditions and Operations

1. An electronic “Facility Data, Documents, and Graphics Information Request” form (Attachment 1) will be available on the internet and should be submitted for all information requests.
2. Approval of new requests for both General Access and Administrative Access will utilize an email notification system to FPM directors, and/or their designees, plus a representative of associated campus agencies, for disapproval. Update of these contacts will reside with FPM AVC office.
3. Approval of Limited Access requests will require a meeting of relevant parties. Relevant parties will be determined by the FPM AVC office as outlined above.
4. Access is granted to UW-affiliated personnel through their campus net ID.
5. External users may only obtain access through qualified UW-affiliated personnel. (Exceptions may be made on a case-by-case basis for things like data feeds to local interagency governmental units.)