

Access Control - Utility Tunnels

The tunnel system, housing utilities that serve the Baylor University campus, is part of campus facilities and the responsibility, both for safety and security, under the direction of the Facility Services Department. Entrance to any tunnel shall have direct approval from the Facility Services Department and be in accordance with the following procedures:

1. Any personnel accessible utility tunnel shall be considered as a Confined Space; therefore, all related safety procedures shall apply. Print and submit within 24 hours the proper confined space entry form to the Facility Services Department before the planned entry. (1919 So. 1st Street)
2. Two or more persons shall be present to enter a tunnel and must always remain in sight of each other. Hard hats shall be worn while in the tunnel.
3. Entryway to tunnels shall be secured. Doors, manhole covers, screens, etc., required to be left open must be manned or properly barricaded.
4. Applicable safety regulations will be followed at all times and safety appliances used where required. All persons, other than Facility Services Department personnel, who may be approved by the Facility Services Department to go in university utility tunnels, will be required to sign a waiver of liability.
5. All installations in the tunnels shall meet the standards and guidelines of the university and such installation will be monitored by the Facility Services Department or their designated representative. Damages to the tunnels or utilities will be the responsibility of the company/department causing the damage.
6. Damages to the tunnels or utilities will be repaired at the discretion of the Facility Services Department and paid for by the responsible party. Any installation that is not in compliance with Item 4 will be subject to removal and reinstallation by Facility Services Department at the expense of the responsible party.
7. Baylor Facility Services Department will be notified by the user, if other than Facility Services Departmental personnel; each time entrance is made into the tunnel system, giving the point of entry, number of persons, work location, approximate duration, and when user leaves and tunnel is secured.

Failure to secure authorization to enter tunnels or violations of any other procedure(s) outlined above will be reported to the Facility Services Department and/or the Baylor University Police Department in which trespassers will be immediately removed from the tunnels.