

Procedures on Distribution of Building Floorplans and Facility Records

The purpose of this procedures document is to outline the practices for distributing, disseminating, and accessing building floorplans, architectural drawings, and facility-related records that are available through the Facility Information Management section of Office of Capital Planning and Project Management and via the web at <https://cppm.uic.edu>. The intent of this document is to promote open access to necessary building information for students, faculty, staff, consultants, authorized agents representing interagency units, and the general public without compromising the safety and security of the University of Illinois at Chicago (UIC), its students, faculty, staff, visitors, or physical infrastructure. The document is not intended to restrict academic research and publication of research work products. This document covers all forms of media through which UIC building information and records may be disseminated (i.e. U of I Box site, email, CDs, etc.).

The classification of and access to facilities related data at UIC shall be as follows:

Public Data

Public data is information that is available to the general public. This includes access to the campus buildings summary, master plan, campus base maps representing the placement of buildings, landscape, urban planning, and American with Disabilities Act (ADA) accessibility information.

1. **Access:** granted to the general public and to all faculty, staff, and students of UIC.
2. Campus accessibility maps contain ADA information to allow persons with disabilities and members of the general public the ability to navigate the campus exterior and locate accessible entrances of UIC buildings.
3. Buildings Summary outlines building names, abbreviations, addresses, dates built and square footage information.

UIC Internal Facilities Data

UIC Internal Facilities Data is information that is accessible only to current employees and students of the University.

1. **Access** to UIC Internal Facilities Data is granted to:
 - a. Current faculty and staff employees of UIC who are in good standing and who need UIC facilities data to promote the conduct of business or to facilitate the education for students within select courses of study (engineering, architecture, urban planning, etc.).
 - b. Students, who are currently enrolled in Architecture, Urban Planning, Engineering and other related academic disciplines and who require access to UIC Internal Facilities Data must have their supervising faculty member contact the Associate Director of Capital Planning and Project Management at bpac2@uic.edu to request access.

- c. Representatives of University: approved or authorized architects, engineers, contractors, consultants, surveyors, etc. may obtain access to facility records through their assigned contacts within the Office of Capital Planning and Project Management.
2. Examples of this data include:
 - a. Floor plans and space inventory;
 - b. Elevations & Site plans;
 - c. Record drawings.
3. UIC Internal Facilities Data will be made available to individuals (faculty/staff) working on specific projects or in approved courses of study where the use of such information promotes the academic mission of the campus. Faculty requesting record drawings for their classes should make those requests known as far in advance as possible in order to receive timely consideration of their request. Requests should be forwarded to the Associate Director of Capital Planning and Project Management at bpac2@uic.edu.
4. Access is granted to UIC affiliated personnel through their bluestem password and enterprise ID.

Limited Access & Restricted Facilities Data

Limited Access & Restricted Facilities Data is data that is accessible only with specific authorization because of legal, security or other externally-imposed constraints. This information is not to be shared with anyone who has not been granted access to this information.

1. **Access:** some building data is deemed restricted and not subject to distribution without specific permission from the Director of Capital Planning and Project Management or his/her designees.
2. Examples of this data include:
 - a. Sensitive research areas;
 - b. Facilities housing communications infrastructure;
 - c. Facilities housing hazardous materials;
 - d. Student housing facility data;
 - e. Utilities and tunnel related data.
3. Non-UIC affiliated individuals requesting access to Limited Access & Restricted Facilities Data who are not pre-approved nor authorized to receive such information must complete a Restricted Facilities Data Security Agreement and Information Request Form: Non-UIC. Completion of the request form constitutes an agreement to comply with the provisions contained therein.
4. Students, who are currently enrolled in Architecture, Urban Planning, Engineering and other related academic disciplines and who require access to Limited Access & Restricted Facilities Data may receive access by having their supervising faculty member complete a Restricted Facilities Data Security Agreement and Information Request Form: Student. Completion of the request form constitutes an agreement to comply with the provisions contained therein.

5. Requests for information submitted using the Restricted Facilities Data Security Agreement and Information Request Forms will be reviewed and approved by the Director of Capital Planning and Project Management.
6. Representatives of UIC approved or authorized architects, engineers, contractors, consultants, surveyors, etc. may obtain access to these drawings through their assigned contacts within the Office of Capital Planning and Project Management. Approved authorized agents under this section are required to notify their subcontractors of this policy if they will be copying UIC building media (i.e. CDs) and distributing it to them.
7. Questions about requests for information can be forwarded to the Associate Director of Capital Planning and Project Management at bpac2@uic.edu.