

Introduction: A primary design principle to the Center for Computing & Data Sciences is a building that fosters student and faculty collaboration. The “tower” (levels 3-17) has been designed as a vertical campus consisting of ‘neighborhoods’ of faculty, staff, and researchers in departmental spaces. One unique structural feature of this remarkable architecture is the creation of outdoor collaborative opportunities through rooftop terraces. These terraces, like other collaborative areas within the departmental floors, are exclusively to support the academic and research missions of the units and research groups housed on these levels, i.e., they are not “public spaces”. While similar in intention and purpose to other interior collaboration spaces in the building, these terraces require more restrictive protocols regarding access and usage given the security and safety issues these spaces present.

Access to outdoor terraces in a high-rise, academic building is relatively new to Boston University. To ensure the safety and security of the building occupants and the BU community, we will begin opening the terraces with protocols that limit access. This will give the University time to better understand how the terraces are used and how well the inherent safety concerns are managed. The following protocol will periodically be reviewed and revised.

Timeline: The following is intended to be effective upon terrace occupancy approval on September 5, 2023 and remain in effect until revised. A full review and possible revisions will be considered in advance of the Spring 2024 semester.

Protocol Violations: Violation(s) of protocol may result in revocation of a user’s terrace privileges. Repeated violations may result in permanent revocation.

All violations will be reported to, and the terms of any reinstatement will be determined by, the responsible academic head of the respective unit, in consultation with University leadership, e.g., Dean, Associate Provost, and/or Provost. The University’s Chief Safety, Security, and Preparedness Officer will be consulted as needed.

Authorized Users (AU): Defined as individuals who may be issued credentialed access to terraces. To be given AU status, building occupants must meet the following:

- Full-time BU faculty with academic appointments in CDS, CAS CS, CAS MA; or full-time staff (including academic researchers) in CDS, CAS CS, CAS MA, or HIC; or be a senior full-time faculty/staff person assigned an office in the building.
 - Faculty Directors of Centers and Initiatives assigned space in CCDS are included.
 - Affiliated faculty status does not qualify as an academic appointment.
- Have been employed by BU for at least 30 days.
- Have a valid BU badge and be given a PIN.
- Have signed and submitted Terrace Access Agreement form - [Terrace Access Agreement Form](#). Forms will be kept on file by Unit Administrators.

- Each authorized user will be given a copy of this signed form. This form includes language about a one-strike policy in which any violation of the terrace policy may result in immediate and possibly permanent revocation of terrace access rights. It also includes a reminder that access is a privilege.

Assignment Responsibility: Unit administrators are responsible for confirming the above criteria are met and submitting lists of AUs to Building Security Systems (BSS) for credentialing and clearance assignment via C-Cure. The BSS unit is under the direction of the Chief Safety, Security and Preparedness Officer and manages the access control system provided within the building. C-Cure is the system that allows Authorized Users to use their BU ID card to access numerous doors throughout the building.

- BSS will be the arbiter of authorized user status for non-occupants that require access as part of their positional responsibilities, such as custodial services, trades, and other University operational services.
- The same protocols apply to non-occupant authorized users, especially those guidelines related to controlling access to terraces and behavior while on the terraces.

Authorized User Access Management for Departmental Terraces

- Each Authorized User will only be authorized to access specific terrace(s) within their own Department. Terraces are assigned as follows:
 - Math & Statistics - 593A
 - Computer Science - 793A and 1093 A and B
 - Hariri - 1293A
 - CDS - 1593 A and B and 1793A
- All terrace doors are to remain closed and locked at all times. Authorized users must use issued credentials (ID and PIN) to unlock doors and access terraces.
- Authorized users must be renewed every year. Access expires on August 31st and a resubmission of an Authorized User Agreement form will be required beginning September 1, 2024.
- Access is revoked if during a semester an authorized user no longer meets eligibility requirements defined above, i.e., full time faculty/staff member leaves an authorized unit.

Protocol Points: Sharing ID badge and PIN with anyone else for terrace access; opening a terrace door for someone who is a known authorized user but 'forgot their ID'; and propping of terrace doors are examples of violations.

Student Pavilion and Terrier Bytes Terrace on the 5th Floor (593B)

- This terrace is formally assigned to CDS, but is given special consideration as it relates to these protocols for a trial period from September 11, 2023 to November 17, 2023.

- For the trial period, access will be granted to the University Community via “Global Access”, i.e., anyone with a valid BUID card, Monday-Friday from 10am to 4pm.
- The opening of this terrace on any given day will be weather permitting and subject to all the use requirements outlined in this protocols document.
- Members of the BU community are expected to obey all posted rules and shall have their privileges removed should they violate any rule.

Protocols for Terrace Use

- **Furniture**

- All furniture is tied down and stationary and should remain as installed and under no circumstances should additional furniture be brought out onto the terraces.

Protocol Point: Any attempts to undo the tie downs and move furniture or bring additional furniture onto terraces will be considered a violation.

- **Days and Hours of Authorized Use**

- Terrace access is restricted to Mondays through Fridays when department are open to the public and when supervision is present. Terraces are closed on university holidays and weekends.
- Terrace access is restricted to 10:00am until 4:00pm on eligible days.
- At the discretion of the University (facilities and BUPD) and in coordination with unit administrators, terraces may be closed on any given day and hour due to inclement weather conditions.

Protocol Point: Remaining on a terrace beyond 4:00pm is a violation.

- **Guests**

- A guest is defined as any unauthorized person accompanied by an authorized user. Guests must be accompanied by an authorized user.
- Each authorized user is allowed up to four guests, total party of five allowed on the terrace at any given time.
- Authorized users assume full responsibility for the guests' actions and must always be present with them.
- In situations where an authorized user has a need to bring 5 or more guests out on a terrace, they may contact their Unit Administrator to discuss.
- Pets are not permitted on terraces, ever!
- Non-occupant authorized users (custodial, trades, etc) are not permitted to bring guests onto a terrace.
- AUs must check and follow posted maximum capacity allowed.

Protocol Points: More than four guests without prior approval from the unit administrator; guests left unaccompanied by an Authorized User; and bringing a pet(s) on the terraces are considered policy violations.

- **Events & Reservations**

- Terraces are not exclusively reservable during normal terrace access hours.
- There will be no private or non-sanctioned University events held on terraces.
- Sanctioned University events desiring access to a terrace must be approved by the unit administrator, chairperson, and/or director of the department the terrace is assigned as well as the VP/Dean of the unit hosting or sponsoring the event. Such events must coordinate with the unit administrators who oversee that terrace and shall be scheduled through, and managed by, Events and Conferences Services.
- Events and Conference Services may have their own set of protocols for any client requesting access to a terrace during an event; including but not limited to, requiring the client, or sponsoring unit, to pay for a BUPD detail to be present during the time the terrace is open to event participants.

- **Food and Drink**

- Personal meals and drinks are allowed (i.e., eating lunch, having coffee, etc)
- Group meals are not allowed (i.e., pizza boxes, trays of food, boxes of coffee)
- Absolutely no alcoholic beverages and/or marijuana/cannabis is allowed.
- Authorized users are responsible for bringing everything back inside; no trash can be left at any time on the terraces.

Protocol Points: Failure to bring all trash or personal food items inside. Any alcoholic beverage and/or cannabis use is a serious violation and will likely result in permanent revocation of the terrace access privilege.

- **Smoking + Vaping**

- Smoking or vaping is not allowed.

- **Bringing items out on the terrace**

- Authorized users bringing items out on the terrace, like food and food containers, papers, books, laptops, etc., are responsible for all items.
- Items brought by guests are the responsibility of the supervising authorized user.
- All items brought onto the terrace must be returned inside within the same visit, no exceptions (i.e., bringing a laptop out on a terrace, but coming back inside to use the bathroom, users are expected to bring their laptop back inside for the time they are inside).

- Authorized users are expected to be aware of the weather conditions (i.e., wind) and consequently must control and assume responsibility for all items brought out.

Protocol Points: Any items left outside unattended or being negligent in caring for the property in a person's possession is a violation, i.e., bringing a 100+ page unbound dissertation outside on a windy day, causing it to blow all over Comm. Ave is not a good idea.

- As noted above, University Operations through BSS and/or unit admins through BSS may close terraces due to weather conditions (high wind, rain, lightning, etc.).

Terrace Hardware and Physical Security Details

- **Signage**

- All terraces will have signs reading "Authorized Personnel Only".
- Signs will direct people to call BU PD at 3-2121 for safety concerns.
- Signs will note terraces are monitored by closed circuit TV.

- **Door hardware**

- Card readers - The terrace access doors equipped with a combo pin-pad ID tap reader. Each authorized user will be assigned a unique pin number. Users will need a physical card tap and a PIN to open the door.
- Hold open / force open alarms - If terrace doors are forced open, an audible alarm will sound. Similarly, if a terrace door is 'held open' for a period longer than 10 seconds after an authorized user opens it (either going out onto the terrace or returning into the building from the terrace), an alarm will sound. Additionally, electronic notification is sent to BU PD.
- Assignment of physical keys to open and access the terraces will be at the discretion of BSS and BU PD.

- **Outdoor safety hardware and features**

- All terraces are monitored by an active 360-degree camera.
 - All terraces have an intercom system, with a **direct line to BU PD at 3-2121**. Note this is different from other intercoms where the line goes to facilities emergency at 3-2105.
 - "Trip wires" and sensors are located on the green roof areas to immediately notify BUPD of any unauthorized access outside of the allowed areas.
- If ANY hardware and/or security equipment (including cameras) is found not to be fully operational, the terrace will be closed immediately and remain closed until all hardware is repaired. All hardware and security features must be fully operational for a terrace to be used.

- Example - if it is found that a camera is not working properly, or an alarm does not trigger or sound, then that terrace will be closed until fixed.

Unit Administrator User Access

- Recognizing there may be ad hoc needs for access outside the standard days and hours of authorized use, Unit Administrators have additional access. The intent is to allow for flexibility should special guests and University / unit needs warrant it. Examples include potential donors, distinguished visitors, faculty candidates, etc. It is noted that this approved access outside of the standard days and hours will require a unit administrator or their designee to be in attendance.
- Unit Administrators, as part of their terrace management and oversight role, will have access to all terraces, not just those assigned to their units.
- Unit Administrators primarily support their own units, but also agree to support other units when needed.
- Unit Administrator days are restricted to authorized days.
- Unit Administrator access times will be 7:00am - 7:00pm on authorized days.
- Use of expanded time for individual personal use is deemed a violation.
- Unit Administrators are the following positions specifically:
 - CAS Computer Science - Department Manager
 - CAS Math & Stats - Department Manager
 - CDS - Director of Administration
 - Hariri – Executive Director of Finance & Administration
- In the absence of any unit administrator, inquiries should be directed to bsshel@bu.edu.