"ATTACHMENT #1"

**ACCESS CONTROL ENTERPRISE SYSTEM – NEW BUILDINGS AND MAJOR REMODEL PROJECTS**

**ROLES AND RESPONSIBILITIES MATRIX – NOVEMBER 4, 2011**

<table>
<thead>
<tr>
<th>ROLE</th>
<th>DEFINITION OF ROLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible</td>
<td>Those who do the work to achieve the task. There can be multiple resources responsible to complete a task.</td>
</tr>
<tr>
<td>Accountable</td>
<td>The resource ultimately accountable for the completion of the task. There must be exactly one accountable resource.</td>
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<tr>
<td>Consulted</td>
<td>Those whose opinions are sought. Two-way communication required.</td>
</tr>
<tr>
<td>Informed</td>
<td>Those that are kept up-to-date on progress. One-way communication.</td>
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</tbody>
</table>

## TASKS

**PLANNING (ACES DOORS)**

1. In conformance with applicable Fire And Life Safety Codes, Stanford Facilities Design Guidelines Section 08710 and the Access Control Enterprise System Deployment Guideline, confirm the requirements for each ACES door. Authorize project funding. Provide preliminary ACES door schedule requirements (lock/unlock schedules and groups) to determine integration requirements with other connected building systems.

   - **SU Client**
   - **DPM Project Manager/DPMPM**
   - **Card Services Manager/CSM**
   - **Service Contract/SC**
   - **Intrnl & Maint. Group/IAM**
   - **CAD**
   - **Application Support AS**
   - **Card Access Integrator/ACES VAR**
   - **Access Control Contractor**
   - **Fire Marshal’s Office/SUFCO**
   - **SU Fac. Ops. Lock Shop**
   - **Architect**
   - **General Contractor**
   - **Electrical Sub-Contractor**
   - **Door Sub-Contractor**
   - **Fire Systems Sub-Contractor**
   - **Project Elevator Contractor**

   - Responsible (R)
   - Accountable (A)
   - Consulted (C)
   - Informed (I)

2. Issue a door hardware set for each ACES door, including component brand name and part number. For buildings more than 50 years old, the design, finish and location must be approved by the University Architect / Campus Planning and Design Office.

   - **SU Client**
   - **DPM Project Manager/DPMPM**
   - **Card Services Manager/CSM**
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   - **Card Access Integrator/ACES VAR**
   - **Access Control Contractor**
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   - **Door Sub-Contractor**
   - **Fire Systems Sub-Contractor**
   - **Project Elevator Contractor**

   - Responsible (R)
   - Accountable (A)
   - Consulted (C)
   - Informed (I)

3. Develop an ACES network connection plan and costs. Provide requirements and costs to FE for inclusion in the integrated ACES cost estimate.

   - **SU Client**
   - **DPM Project Manager/DPMPM**
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   - **Service Contract/SC**
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   - **Application Support AS**
   - **Card Access Integrator/ACES VAR**
   - **Access Control Contractor**
   - **Fire Marshal’s Office/SUFCO**
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   - **Electrical Sub-Contractor**
   - **Door Sub-Contractor**
   - **Fire Systems Sub-Contractor**
   - **Project Elevator Contractor**

   - Responsible (R)
   - Accountable (A)
   - Consulted (C)
   - Informed (I)

4. Review and submit I&M’s ACES network connection plan and cost estimate to the Client and DPMPM for overall cost integration, review and approval.

   - **SU Client**
   - **DPM Project Manager/DPMPM**
   - **Card Services Manager/CSM**
   - **Service Contract/SC**
   - **Intrnl & Maint. Group/IAM**
   - **CAD**
   - **Application Support AS**
   - **Card Access Integrator/ACES VAR**
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   - **Door Sub-Contractor**
   - **Fire Systems Sub-Contractor**
   - **Project Elevator Contractor**

   - Responsible (R)
   - Accountable (A)
   - Consulted (C)
   - Informed (I)

5. Review the ACES design plan and integrated costs. Authorize the Work upon approval of a final plan.

   - **SU Client**
   - **DPM Project Manager/DPMPM**
   - **Card Services Manager/CSM**
   - **Service Contract/SC**
   - **Intrnl & Maint. Group/IAM**
   - **CAD**
   - **Application Support AS**
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   - **Project Elevator Contractor**

   - Responsible (R)
   - Accountable (A)
   - Consulted (C)
   - Informed (I)

**DRAWINGS AND SPECIFICATIONS**

6. Issue revised TSO Bible Sheets to OAC and ITS Teams to reflect the ACES door locations. Note: The ITS Facility Engineer will provision a minimum 4-port ACES TSO (2V+2D or 4U) at each TR’s ACES ACP and assign a ACES TSO at each ACES door location.

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   - **DPM Project Manager/DPMPM**
   - **Card Services Manager/CSM**
   - **Service Contract/SC**
   - **Intrnl & Maint. Group/IAM**
   - **CAD**
   - **Application Support AS**
   - **Card Access Integrator/ACES VAR**
   - **Access Control Contractor**
   - **Fire Marshal’s Office/SUFCO**
   - **SU Fac. Ops. Lock Shop**
   - **Architect**
   - **General Contractor**
   - **Electrical Sub-Contractor**
   - **Door Sub-Contractor**
   - **Fire Systems Sub-Contractor**
   - **Project Elevator Contractor**

   - Responsible (R)
   - Accountable (A)
   - Consulted (C)
   - Informed (I)

7. Order the ACES network connection equipment and assign IP addresses for all applicable network connected devices, i.e. network switch devices, Lenel System hardware, UPS, etc. for each applicable TR.

   - **SU Client**
   - **DPM Project Manager/DPMPM**
   - **Card Services Manager/CSM**
   - **Service Contract/SC**
   - **Intrnl & Maint. Group/IAM**
   - **CAD**
   - **Application Support AS**
   - **Card Access Integrator/ACES VAR**
   - **Access Control Contractor**
   - **Fire Marshal’s Office/SUFCO**
   - **SU Fac. Ops. Lock Shop**
   - **Architect**
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   - **Electrical Sub-Contractor**
   - **Door Sub-Contractor**
   - **Fire Systems Sub-Contractor**
   - **Project Elevator Contractor**

   - Responsible (R)
   - Accountable (A)
   - Consulted (C)
   - Informed (I)

8. Submit work orders to SU Order Management to initiate service provisioning process.

   - **SU Client**
   - **DPM Project Manager/DPMPM**
   - **Card Services Manager/CSM**
   - **Service Contract/SC**
   - **Intrnl & Maint. Group/IAM**
   - **CAD**
   - **Application Support AS**
   - **Card Access Integrator/ACES VAR**
   - **Access Control Contractor**
   - **Fire Marshal’s Office/SUFCO**
   - **SU Fac. Ops. Lock Shop**
   - **Architect**
   - **General Contractor**
   - **Electrical Sub-Contractor**
   - **Door Sub-Contractor**
   - **Fire Systems Sub-Contractor**
   - **Project Elevator Contractor**

   - Responsible (R)
   - Accountable (A)
   - Consulted (C)
   - Informed (I)
### INSTALLATION

<table>
<thead>
<tr>
<th>TASKS</th>
<th>SU Client</th>
<th>DPM Project Manager</th>
<th>DPM Project Manager CSM</th>
<th>Card Services Manager</th>
<th>Service Consultant</th>
<th>Facility Engineer FE</th>
<th>Install. &amp; Maint. Group MM</th>
<th>CAD</th>
<th>Application Support AS</th>
<th>Card Access Integrator</th>
<th>ACES VAR</th>
<th>Access Control Contractor</th>
<th>Fire Marshal's Office SUFMO</th>
<th>SU Fac. Ops. Lock Shop</th>
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<tbody>
<tr>
<td>9.</td>
<td>Conduct coordination meetings with all applicable contractors involved with the ACES doors. Develop an integrated work schedule for door installation, systems wiring, testing and acceptance. Conduct scheduled progress meetings to ensure the work is on schedule.</td>
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<td>10.</td>
<td>Provide and install communications cable support structures from the designated TR to each ACES door, e.g. conduit, junction boxes, pull strings, etc. Above each ACES door, provide and install a 12&quot;W x 16&quot;H x 4&quot;D security junction box (SJB). Provide and install access control cable support structures from the ACES SJB to access control device locations in the doorframe assembly and in-wall outlet boxes. Provide and install access control cable support structures from the ACES SJB to the door operator housing.</td>
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<td>11.</td>
<td>Provide and install a fire alarm notification relay and if applicable, a smoke evacuation notification relay, from the fire control panel to the designated serving TR ACP. Install the control relay(s) in the designated TR adjacent to the ACES ACP.</td>
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<td>12.</td>
<td>Provide and install the door and all specified electrified door hardware. Note: Doors designated for Access Control shall be acceptance tested to a fully functioning state, including all appurtenant systems, e.g. door operators, emergency systems (fire, smoke, alarms, etc.), ADA controls, magnetic locks, magnetic hold opens, etc. prior to the complete activation of ACES.</td>
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<td>13.</td>
<td>Acceptance test and approve each ACES door for full operability and receive the Temporary Certificate of Occupancy (TCO) for the building, before FE, ACES VAR, and the Access Control Contractor activate ACES on the doors.</td>
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<td>14.</td>
<td>Provide and install the ACES network switch equipment in each ACES TR and at the Lenel System server location. Install network connections required to link each TR’s ACES equipment to the Lenel System Server. Install the network connections for the UPS management card.</td>
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### INSTALLATION (CONTINUED)

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</table>

Provide and install the Lenel System ACP equipment and cabling in the building’s telecommunications rooms (TR’s). Connect the ACP equipment to the Campus Card Network. Provide and install the ACES backbone cables from the designated TR ACP to each SJB located above each ACES door. Provide and install the ACES door devices and cabling at each door. Provide and install cable wiring from the SJB to appropriate intercept locations as applicable, i.e. door operator housing, fire alarm relay, ADA operator buttons, door operator, door management alarm, camera, etc.

### TEST AND TURN-UP

<table>
<thead>
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Activate and test the ACES network equipment from each TR through to the Lenel System Server. Activate and test the UPS management card. Jointly activate and test each door configuration through to the Lenel System Server.

<table>
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<tr>
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</table>

Activate and test the ACES and each applicable fire system door to insure inter-operability of fire and life safety systems with all connected access control devices e.g. exit hardware RX, door contacts, card reader, ADA operator buttons, electrified lockset/strike, door management alarm, camera, etc. Coordinate the delivery with the TCO testing schedule.

<table>
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</table>

Activate and test ACES and each applicable non-fire system door to ensure operability of access control devices e.g. exit hardware RX, above door RX, door contacts, card reader, ADA operator buttons, electrified lockset/strike, door management alarm, camera, etc.

<table>
<thead>
<tr>
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Document and submit “As Built” components and connection information for each ACES door. “As Built” to be submitted to ITS CAD Records for inclusion in building CAD records.

<table>
<thead>
<tr>
<th>TASKS</th>
<th>SU Client</th>
<th>GPM Project Manager</th>
<th>DPM Project Manager</th>
<th>Card Services Manager</th>
<th>Service Consultant</th>
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Update ITS-CAD 444 sheets to document the building’s installed Access Control Enterprise System (as built records)
## ACTIVATION & MAINTENANCE

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<tbody>
<tr>
<td>21. Issue updated ACES door schedule requirements (lock/unlock schedules) and list of patron groups (access rights and privileges associated with end client cards).</td>
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<td>22. Develop customized access schedules for client’s doors. Coordinate acquisition and installation of any necessary software and supporting hardware.</td>
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