

Access Control Doors: Installation Charges

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Background

The Telephones and Security Systems (TSS) section of the University's IT Infrastructure division is responsible for the installation, maintenance and operational management of the access control doors across the entire University estate. These "swipe doors" allow or deny access based on individuals' University Card numbers.

The University regularly requires additional doors to be installed, as part of new builds, building refurbishment projects, or changes in use of existing buildings. TSS normally procures and installs the necessary hardware, and programs the system to bring the doors into operation.

Previously, only the direct materials cost of the TSS work has been charged back to the commissioning department (usually Estates and Buildings). This has been done *post facto*, so that an exact cost can be computed.

This mechanism is now changing, for the following reasons.

- Under the previous mechanism, the charge is extremely variable, depending on the precise circumstances.
- We are now being asked for a firm cost up front – *i.e.* a "quote".
- The cost of labour for installation was not allowed for in the previous mechanism. This is at variance with the practice in other areas of IT Infrastructure, and gives a misleading impression of the total capital cost of a new door to the University.

New charges

From 1 December 2010, we shall be using a standard set of charges for installing doors. There will be a standard charge per door controller, and a standard charge per door (depending on whether the door is internal or external, and whether it has a card reader on one side or both sides). The charges are set out in the following table.

Door type	Card reader	Installation charge
Internal	Single	£1,350
Internal	Dual	£1,950
External	Single	£1,500
External	Dual	£2,100
Door controller ¹		£5,700
Replacement of swipe reader with proximity equivalent, if possible.		£750

The charge covers the average cost of materials, and a proportion of the average labour costs. However, TSS reserves the right to decline to install a door (or to charge a surplus) if in our opinion the cost is disproportionately high – this might for instance be the case in certain remote locations.

This assumes that normal practice continues, specifically that the commissioning unit is responsible for the cost of pulling cables as required for the installation. Occasionally this may require an underground cable to be laid.

The charge does NOT cover the cost of installing a data port (one data port is required per controller), or the cost of installing a mains spur to power the controller (if this is required). These costs will fall to the commissioning department.

For large projects, TSS will specify the type of magnetic lock we prefer, and which we carry spare stock of. However, it is up to the architect to choose the locks – we will provide technical information regarding the minimum requirement for compatibility with our system. Regardless of the lock type chosen, it is our preference that for large projects the contractor purchases (and of course fits) the locks. Where this occurs, we will discount the installation charge by £65 (the approximate cost of a standard magnetic lock).

Note that this is an installation charge only. It does not cover the ongoing cost of maintaining and managing the door, which is covered by a separate, recurrent, maintenance charge.

This charging regime will be reviewed in Spring 2013.

¹ TSS will advise whether this charge will apply in a particular case.