

Procedure Statement:

To ensure the security of university facilities and the safety of individuals and property, sensitive facilities data must remain secure and confidential. While UCF fully supports and complies with Florida’s Public Records Law (*s. 119.07(1) and s 24(a), Art. 1 of the State Constitution*), the law contains numerous exceptions for the protection of certain information from public disclosure.

Sensitive facilities data, including detailed architectural, civil, survey, site, structural, plumbing, electrical, life safety/security, mechanical building plans, campus utilities infrastructure locations, and maps, may only be made available to authorized university employees and contractors.

In addition, the university is responsible to track release of sensitive facilities data.

As such, all requestors and releasers of sensitive facilities data will follow the procedure described below except in the case that documents are requested in relation to an open bid. Document requests in relation to open bids should be requested via an RFI through the bidder’s portal. In that case, the Project Manager will obtain and add the requested documents to the bid documents so all bidders have equal access to information.

1. Login to e-Builder

External Users	UCF Staff:
Go to https://www.e-builder.net/ <ul style="list-style-type: none"> • Login with your email and password 	Go to https://fp.ucf.edu/ <ul style="list-style-type: none"> • Select yellow e-Builder tab • Login with your NID and NID password

Note: If you do not currently have access to UCF’s e-Builder account, please request at John.Settle@ucf.edu and provide the following information.

External Users	UCF Staff
<ul style="list-style-type: none"> • Name • Email • Phone • Title • Company Name • Reason for Request 	<ul style="list-style-type: none"> • Name • Employee ID number • Department • Email • Phone Number • Reason for Request

- For requests related to e-Builder projects where the requestor is on the project team, search the project number using the all-projects search bar.

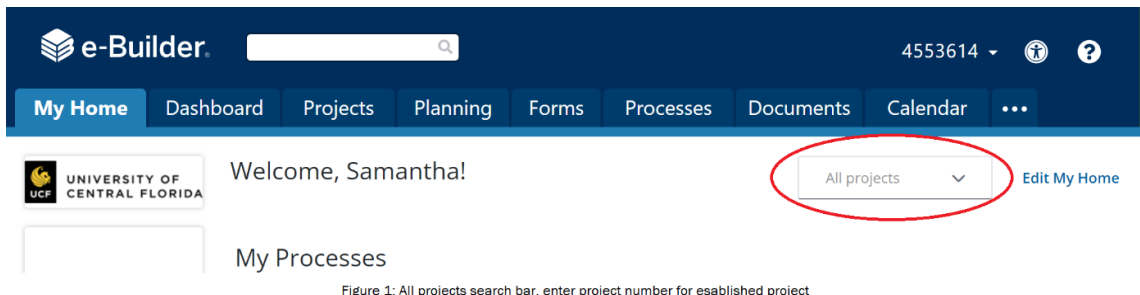


Figure 1: All projects search bar, enter project number for established project

- For document requests not related to an established project or when the requestor is not a member of the project team, type **FP100** in the all-projects search bar and select **File Request Repository Project**. If the project is not available to you, contact John.Settle@ucf.edu to provide access.

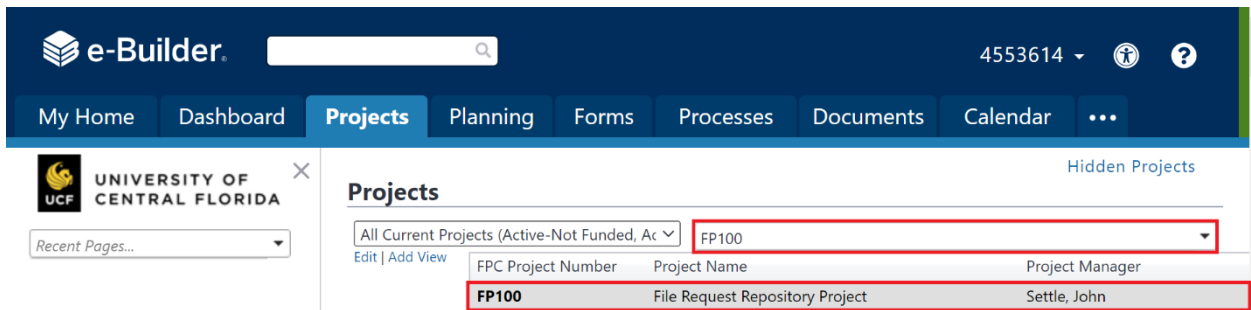


Figure 2: No established project, enter FP100 in the all-project search bar and select File Request Repository Project

- Select **Processes** from the Project Menu and click **Start Process**.

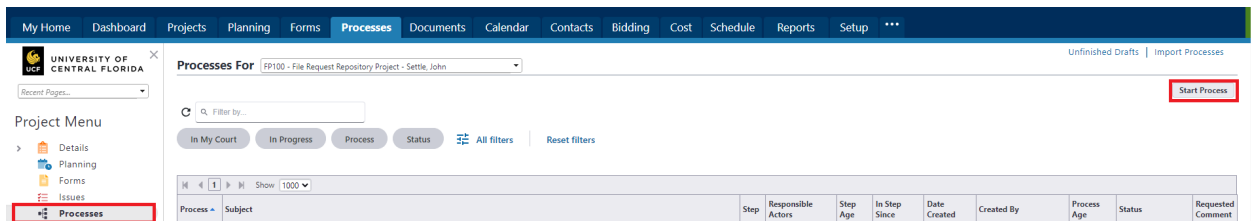


Figure 3: Access process module and start process

- Select **14 – Document Request Process (FP100)**

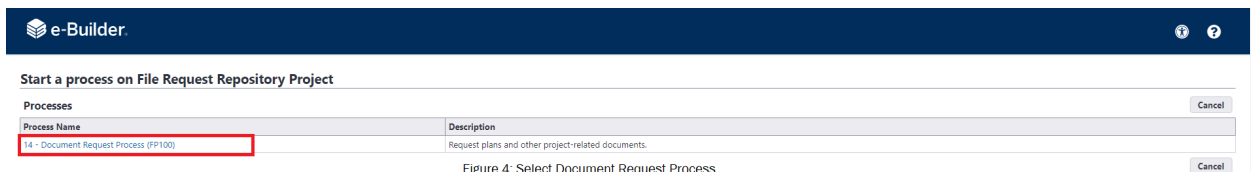


Figure 4: Select Document Request Process

5. Read and acknowledge the language regarding document confidentiality

Document Requestor's Acknowledgements
 All persons who receive / request documents must read and acknowledge the language below regarding document confidentiality.

* Requestor's Acknowledgment 1: Pursuant to this request for documents, you may be provided certain information relating to university infrastructure, including, but not limited to, blueprints, schematics, MEP drawings, and other proprietary, sensitive information (hereinafter "Confidential Information"). Requestor acknowledges that the duty to hold in confidence Confidential Information shall remain in effect indefinitely, and certifies that it will: (a) limit disclosure of any Confidential Information to its directors, officers, employees, agents or representatives (collectively "Representatives") who have a need to know such Confidential Information in connection with the proposed university project, and only for that purpose; (b) advise its Representatives of the proprietary nature of the Confidential Information and of the obligations to keep the Confidential Information confidential; (c) shall keep all Confidential Information strictly confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information received by it to any third parties. At a minimum, all electronic transmissions of the Confidential Information must have appropriate security measures, including but not limited to, one or more of the following: password protection, individual user authentication, and/or expiration dates of the storage of digital content. Requestor acknowledges that the University does not warrant the accuracy or completeness of any drawings, schematics or other information provided. The use of such drawings or schematics is at Requestor's own risk.

* Requestor's Acknowledgment 2: Requestor acknowledges that the Confidential information which may be disclosed pursuant to this request is of a unique and valuable character, and the damages that would result to the University from the unauthorized dissemination of the Confidential information would be impossible to calculate. Therefore, Contractor hereby agrees that the University shall be entitled to injunctive relief preventing the dissemination of any Confidential information in violation of the terms hereof. Such injunctive relief shall be in addition to any other remedies available hereunder, whether at law or in equity. University shall be entitled to recover its costs and fees, including reasonable attorneys' fees, incurred in obtaining any such relief. Additionally, Requestor shall be held liable and shall indemnify and defend the University against cost, fines, penalties, or any civil or criminal action resulting from any unauthorized disclosure of such Confidential information.

Acknowledged

Figure 5: Acknowledge Confidentiality Agreements

6. All document requests require an authorized UCF employee to approve the release of sensitive facilities data. Provide the name of the UCF Employee who will authorize your request.

UCF Point of Contact Who Can Validate Your Request

* UCF Contact or Project Manager: UCF Department:

Figure 6: UCF Authorized Approver for release of documents

7. Provide information about the requestor and the requestor's business.

Requesting Business Information
 Choose the name of the business requesting the files in the dropdown box below. If the business is not listed, choose Other at the end of the list.

* Requesting Business: If the business is not on this list, choose Other at the top and type the business name into the field below.
 -- Please select an option --

* Contact Name:

* Business Service Provided:

Requesting Business Name (Other):

* Contact E-mail Address:

Figure 7: Provide Requestor Information

8. Specify the sensitive facilities data you are requesting access to, along with the intended purpose for which you plan to use the information.

Files Requested

* Building Name:

* Building Number:

* Room Number:

* Scope of Work:

* File Types Requested:

- Blueprints
- Construction
- Design
- Electrical
- Mechanical
- MEP
- Plumbing
- Schematics
- Other

* File Formats Requested:

- PDF
- DWG
- DWF
- Other

* Purpose for Sensitive Data:

* Detailed Description of Sensitive Data Requested:

Figure 8: Specification and purpose of documents requested

Note: Request documents for multiple buildings or projects within the same process instance. No need for multiple requests.

9. Click **Submit** to proceed with the request.

Figure 9: Submit Request

10. The process will route to the UCF contact for approval and to the archivist (or delegate) to provide the requested documents.

11. Once the documents are available, you will receive an email notification from e-Builder that contains the link to the files or you may access the files by logging in to e-Builder and selecting the process instance in the My Processes section of the My Home screen.

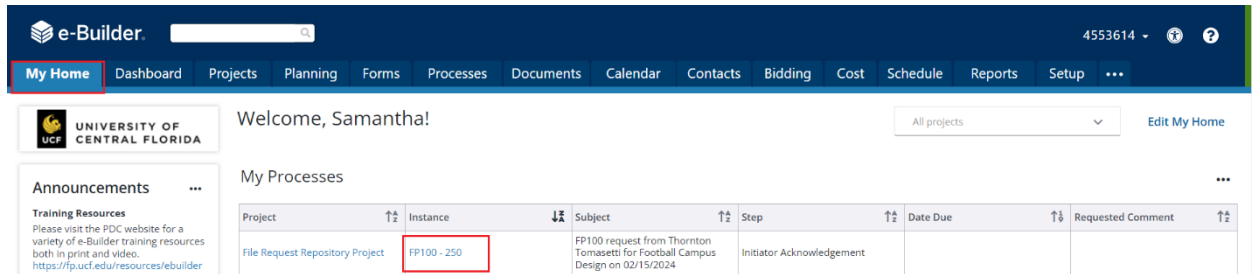


Figure 10: Accessing process to receive documents

12. The documents will be available for download within the process. Select **Download** to download to your computer.

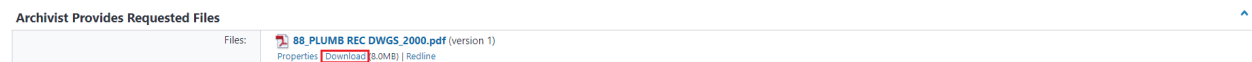


Figure 11: Document Retrieval

13. Once you have downloaded the documents, select **Files Received** from the drop-down box and the **Take Action** button.

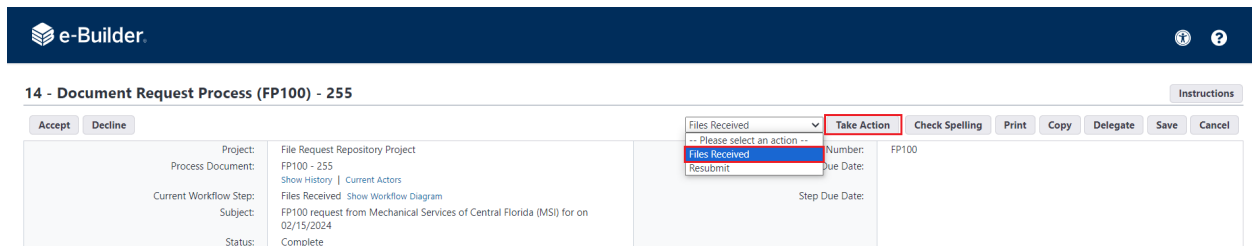


Figure 12: Acknowledge File Receipt / Close Process

13b. If the documents you received were not what you expected, you may resubmit your request with comment to the Archivist by selecting Resubmit and the Take Action button. You will be prompted and required to comment.

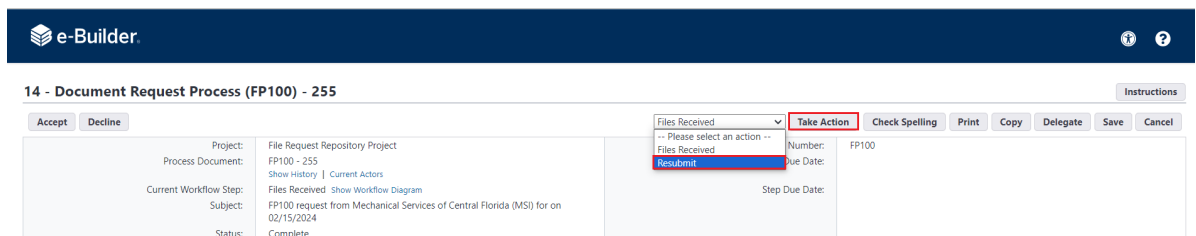


Figure 13: Resubmit Request to Archivist