

CPFM Department: Facilities Services	SOP Number: FS-4
	Effective Date: 4/7/2026
Title: Pedestrian Zone Access	Revision Date: 5 years
	End Date: Indefinite
Signature:	Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)

POLICY: Vehicle access within designated pedestrian zones.

PURPOSE: To establish a procedure for controlling vehicle access to pedestrian zones.

PROCEDURE: On CWRU’s campus, motor vehicles are normally permitted to drive on roads, driveways, and parking lots only. Quads, green space, and sidewalks are considered pedestrian zones. Vehicle access within pedestrian zones is limited to emergency vehicles and other authorized vehicles only. Vehicles will only be authorized access to pedestrian zones if access is required to accomplish a specific University sponsored task and no other options to access the areas are feasible.

Vehicle barriers such as locking vehicle gates, bollards, and gate barrier arms are placed throughout campus to prevent unauthorized access to pedestrian zones.

Gate barrier arms are operated using a CWRU ID access badge programmed with the appropriate access permissions. Excluding gate barrier arms at CWRU parking lots, Public Safety and Access Services maintain the card access system and permissions for gate barrier arms. Barrier gate arms not associated with CWRU parking lots are maintained by CPM. Contractors working for CPM will coordinate access through Customer Service. Schools or Divisions sponsoring vehicles to access pedestrian zones through gate barrier arms must coordinate access through Public Safety.

Locking vehicle gates and bollards provide a physical barrier for entry into a pedestrian zone. Vehicle gates and bollards not associated with CWRU parking lots are maintained by CPM. Contractors requiring access or schools and divisions sponsoring vehicles to access pedestrian zones through locked vehicle gates or bollards must submit a request for barrier removal to customerservice@case.edu. The request will generate a work order for Grounds Maintenance. Grounds Maintenance will be responsible for unlocking the barrier at the requested time for access.

Drivers of authorized vehicles are responsible for removing the unlocked barrier, driving past the barrier, stopping and returning the barrier to its closed and locked position, and then proceeding to their intended location. At no time may a vehicle barrier be left open and unattended. While driving in a pedestrian zone, authorized vehicles must yield to pedestrians and may not exceed a speed of 5 mph. Once the authorized vehicle has exited the pedestrian area and replaced the barrier, the driver should ensure the barrier is locked.

Locks on all bollards and gates not associated with parking lots can be unlocked using a 4ER key. CPM Facilities Services and Public Safety are issued 4ER keys.

Emergency Vehicle access through gate barrier arms, gates, and bollards will be coordinated and facilitated by Public Safety.