

**PDC PROJECT MANAGEMENT GUIDE**

**PMG-E07: UF NETWORK SECURITY**

**PURPOSES:** To describe the procedure for builders, designers, commissioning consultants, and other authorized consultants to gain access to building automation system (BAS) for a specific project during the construction.

To outline rules and procedures pertaining to network security for building systems and to describe the procedure for establishing Internet Protocol (IP) addresses for building systems that use the UF network.

**A. Introduction**

Security is a serious concern in wired and wireless networks. The objective of this PMG is to provide a procedure to all users with respect to data confidentiality, integrity, and authentication. In order to eliminate the vulnerabilities within UF network systems, Physical Plant Division (PPD) and Customer Technology Services (CTS) have established certain protocols to authenticate all equipment that will be used in line with UF Network system and to securely allow certain personnel (UF/others) to gain access to the system to install certain programming in line during and after construction and sequences required to run the building automation system, security system, and other building components. The UF network provides strong data confidentiality, integrity, and provides protection for every transmitted message. This is an ongoing process. As part of any new construction or renovation for any BAS, Security or other building component, the following procedures must be followed.

**B. New Construction or Renovation**

1. During early stages of construction and upon approval of all shop drawings, each project manager (PM) shall request that the builder identify and provide a list of IP-addressable devices that need to be connected to the network.
2. This list shall be provided in the form of a spreadsheet.
3. As the material arrives on site, the builder and its subcontractors (BAS, electrical, security, A/V, etc.) shall provide the following information for each device to the UF PM. Since material & equipment likely won't arrive at one time, multiple iterations of the spreadsheet will likely be required.
  - Building Number (e.g., 0213)
  - Room Number (e.g., 0276)
  - Device Make (e.g., Wattstopper, Lenel, Phoenix Controls, Etc.)
  - Device Model (e.g., LGR1000)
  - Device Description (e.g., Lighting Control Processor)
  - Device MAC Address (e.g., 0001G406IDN8)
  - Device Serial Number (if available)
4. The PM shall forward the information to the appropriate entity (see below) to get the following information:
  - IP Address
  - Netmask, if any
  - Gateway, if any

5. For E&G projects, the PM shall contact PPD E&G Controls Department at 352-294-0824. For HSC projects, the PM shall contact PPD HSC Controls Department at 352-273-5577. For Lenel devices, the PM shall contact PPD Information Technology Staff (ITS) at 352-846-1909.
  - (a) These departments will then issue a ticket (work request) to CTS, which then works directly with CNS (for E&G) or HealthNet (for HSC) to provide the IP address, netmask, and gateway information for each device.
  - (b) The Controls Department will provide and assign Device Name/ID and BACnet instance numbers for the requested devices upon request for IP addresses.
  - (c) This information will then be given to the appropriate subcontractor, who shall ensure that network connections (Ethernet ports) are installed and devices are programmed and coordinated with CNS or HealthNet and work in accordance with the required design specifications.
  - (d) For UF-purchased PCs or servers for any BAS, Security, A/V, etc., the same protocols must be taken, but PCs and servers must be taken directly to CTS to ensure they are authenticated and have secured usernames and passwords. These devices are generally installed by a member of the CTS team.
  - (e) All UF purchases for computers should be executed via UF Purchasing Division's State contracts and not through the project builder. This provides better PCs with updated systems, longer warranties, and lower prices.
  - (f) Temporary access during construction and view-only access during post-occupancy commissioning for the builder, subcontractor(s), and consultant(s) shall be coordinated through CTS and PPD.
6. For IFAS projects, contact the IFAS AG-FPO Administration Department at 352-392-6488, x242.
7. For Housing projects, contact the DHRE Project Liaison at 352-392-2171, x10177.
8. For UAA projects, contact the UAA HelpDesk at 352-375-4683, x6499.