

PROCEDURE TITLE:	BUILDING ACCESS AND KEY CONTROL
PROCEDURE NO.:	4.40:1
RELATED POLICY:	4.40REV
PAGE NO.:	1 OF 6
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/DPS/FACILITIES/HR
EFFECTIVE DATE:	07/11/14
NEXT REVIEW DATE:	07/2019
APPROVED BY:	PRESIDENT

## 1.0 PURPOSE

These procedures establish hours of operation for academic and business buildings owned and/or leased by the University and provide a process for the issuance and management of keys to authorized University employees.

## 2.0 ACADEMIC AND BUSINESS BUILDING HOURS

- 2.1 Academic and business buildings will typically be open (outside doors unlocked) for business and instruction on week days from 7:00 a.m. until 11:00 p.m., and on weekends as scheduled classes and pre-scheduled events require.
- 2.2 These buildings may be accessed when outside doors are locked and on weekends and holidays by those employees to whom a building entrance key has been issued and, with authorization provided by the appropriate dean/department head and/or vice president, for labs, classrooms, and space needed for events or conferences that have been registered and scheduled through the applicable University offices (e.g., Registrar, Event & Conference Services, VRCFA, etc.).
- 2.3 Access after 11:00 p.m. will be restricted and controlled by the Department of Public Safety.
- 2.4 Access to residential halls (owned or managed by the University) is governed by provisions of the [Guide to University Housing & Residence Life](#).

## 3.0 KEY CONTROL - BUILDING/SPACE KEYS

- 3.1 Grand master keys will be issued to the President, Vice Presidents, Director of Facilities, assistant facilities and maintenance directors, and to others upon authorization by the President or the Vice President for Finance and Administration.

- 3.2 When authorized by a Vice President, keys to buildings and alarm codes or alarm keys may be issued to a University employee based upon the access requirements for the employee's position to the assigned work site, office, and building. Individual room keys may be issued to an employee who is assigned to control access to a space or facility, i.e., office, storage room, workroom, etc.
- 3.3 Alarm keys will be issued only to those employees authorized (such as the Department of Public Safety and facilities managers and staff) and who have a need as established by their job assignments for building entrance during off hours.
- 3.4 Temporary assignment of keys may be requested for a specific purpose and date as approved by the appropriate Vice President, dean, or department head. Keys requested for a specific purpose and date shall be returned to the Key Control Manager, Director of Facilities or designee at the beginning of the first work day following the specific date.
- 3.5 All employees authorized to control space or access buildings are expected to be responsible for their assigned key(s) and to have on their person their own key(s) in order to unlock doors where and when they are authorized. Maintenance, custodians, and security personnel are not authorized to unlock doors for individuals any time except when approved in advance as provided by a completed *Space Reservation form* found at the website link below.
- 3.6 Duplication of keys by anyone other than the Key Control Manager, Director of Facilities, or designee is prohibited. Ohio Revised Code Section 3345.13 states: "No person shall knowingly make or cause to be made any key for any building, laboratory, facility, or room of any college or university which is supported wholly or in part by the State of Ohio, contrary to any regulation respecting duplication of keys adopted by the board of trustees of such college or university."

#### 4.0 DEFINITIONS

- 4.1 **CAMPUS KEYS:** Those keys that open buildings, interior doors and other locks for University (owned and leased) buildings.
- 4.2 **CENTRAL KEY CONTROL FILE:** Records maintained by the Facilities Department identifying keys by number and function and signatures of personnel having possession of campus keys.
- 4.3 **KEY CONTROL METHODS:** Methods used by the Facilities Department, the Department of Public Safety, and Human Resources to assure access to University buildings by only such personnel as are authorized through the proper authority.

- 4.4 **KEYING SYSTEM:** Numerical combinations which can be used to extend or limit the variety of keys in use.
  - 4.5 **KEY CONTROL MANAGER:** The person in the Facilities Department who will manage the keying system and be responsible for issuing, recording and recovering keys in accordance with this policy.
- 5.0 **KEY CONTROL MANAGER WILL BE RESPONSIBLE FOR:**
- 5.1 Creating a keying system in coordination with DPS and Human Resources that will ensure the physical security and reasonable convenience to persons duly authorized to possess keys to University buildings.
  - 5.2 Maintaining the central key control file and up-to-date records of keying systems.
  - 5.3 Fabricating and issuing all keys. No other source for keys is authorized.
  - 5.4 Controlling all lock work for campus buildings and property. Only the University's Facilities Department is authorized to install, alter or remove locks on any Shawnee State University building or property when approved by the Director of Facilities and/or the Vice President for Finance and Administration.
  - 5.5 Coordinating lost-key records with DPS personnel and administrators and determining whether rekeying of an area is required because of lost or misused keys.
  - 5.6 Furnishing key information to authorized department administrators.
  - 5.7 Coordinating the recovery and/or reassignment of campus keys from personnel who are terminating or transferring to another office or University building.
- 6.0 **VICE PRESIDENTS, DEANS, AND DEPARTMENT HEADS WILL BE RESPONSIBLE FOR:**
- 6.1 Authorizing the issuance of keys to their staff as necessary and in accordance with these procedures.
  - 6.2 Ensuring that all key holders in their assigned areas who are terminating or transferring to another office or University building follow the process to return campus keys.
  - 6.3 Ensuring that lost keys are reported to the Key Control Manager.

7.0 KEY RECIPIENTS – PERSONNEL TO WHOM KEYS HAVE BEEN ISSUED ARE RESPONSIBLE FOR:

- 7.1 Completing and signing a key-issuance record and signature card.
- 7.2 Maintaining possession and security of any and all keys issued by the Key Control Manager.
- 7.3 Reporting loss or theft of keys to the Key Control Manager.
- 7.4 Returning all keys issued to the Key Control Manager before executing final termination clearance or when transferring to another University office or building.

8.0 SPECIAL SECURITY KEYING AND CHANGES OF KEYING

- 8.1 Special security locks and keys for areas of special consideration may be permitted upon approval of the Director of Facilities, a Vice President, or the President.
- 8.2 No individual may use a personal lock for space control, nor may locks be changed or rekeyed without prior approval of a Vice President, the Key Control Manager, and the Director of Facilities.
- 8.3 Areas approved for special locks or keys will not receive maintenance or custodial services except by special arrangement with the Director of Facilities
- 8.4 Employees who wish to remain in a building after 11:00 p.m. shall give prior notice to the Department of Public Safety and at the time of departure.
- 8.5 Full-time and part-time faculty who authorize students to be in buildings, classrooms, or labs after 11 p.m. shall notify DPS, providing the date(s), locations, and estimated time the students will need to have such access.

9.0 PROCEDURE FOR KEY REQUESTS AND RETURNING CAMPUS KEYS

- 9.1 The requesting employee must complete a Key Request Form and submit it to his/her direct supervisor for submission and approval by the appropriate Vice President. When authorized by the Director of Facilities or designee, the Key Control Manager will cause the key(s) to be made and notify the requesting employee of the time and location to pick up the key(s).
- 9.2 A key assignment card file will be maintained by the Key Control Manager in the Facilities Department for each employee who has been issued key(s). The employee must acknowledge receipt of keys by signing for each key as it is issued.

## 10.0 TRANSFERRING KEYS WITHIN A DEPARTMENT

- 10.1 Keys no longer necessary to an individual will be returned by that individual to the Key Control Manager. Keys shall not be exchanged between individuals.
- 10.2 Persons being transferred within a department or to another department will be issued keys only by the Key Control Manager upon approval by the appropriate Vice President or department head.

## 11.0 RECOVERING KEYS FROM UNIVERSITY EMPLOYEES

- 11.1 To facilitate recovering keys, the department head should inform the Key Control Manager of the name(s) of individual(s) in the department who are terminating employment or moving to another department/location.
- 11.2 All University issued keys must be returned to the Key Control Manager prior to the departure of terminating employees. A terminating-employee's key(s) can be returned as follows:
  - 11.2.1 During the employee's exit interview conducted by Human Resources
  - 11.2.2 To the supervisor no later than the last date of employment
  - 11.2.3 To the Key Control Manager no later than the last date of employment
- 11.3 Refusal to return issued key(s) to the University may subject an individual to cost recovery charges for the cost of the key(s) and related expenses (administrative time and charges if expenses are realized due to re-keying or lock changes).
- 11.4 When an individual has returned all keys issued by the University, the Key Control Manager will send an email notice to Human Resources for notation in the employee's personnel record that the employee has fulfilled this expectation.

## 12.0 LOSS OR THEFT OF CAMPUS KEYS

- 12.1 Loss or theft of University keys must be reported immediately by the individual issued such key(s) to the Key Control Manager.
- 12.2 The Key Control Manager will note on the individual's Key Assignment Card the loss of the key(s).
- 12.3 The Key Control Manager will coordinate the lost key records with DPS, the Bursar, and Human Resources.

12.4 The individual will be charged a fine for each key lost as established by the University's posted Fines and Cost Recovery Schedule (see link below). Fines must be paid before the individual is issued additional University keys.

12.5 Payment for fines for lost keys must be remitted in the Bursar's Office.

### 13.0 REKEYING AND LOCK CHANGES

13.1 All requests for rekeying and lock changes must be submitted in writing to the Director of Facilities and approved by the appropriate Vice President.

13.2 Changing a portion or all locks in a building or the entire campus requires approval of the Director of Facilities in consultation with the Vice President for Finance & Administration. Unless the change is in response to an emergency, individuals affected will be given advance notice. Individuals affected by such changes shall return all obsolete keys to the Key Control Manager and request new keys by completing the Key Request form.

Ref: [Key Request Form](#)

Ref: [Space Reservation form](#)

Ref: [Fines and Cost Recovery Schedule](#)

#### History

Effective: 01/22/90

Revised: 07/11/14