

Facilities Management Operating Policies and Procedures Manual

Effective Date: 01-19-09
Policy Number: 04-15-001
Section: Facilities and Services
Subject: Key Policy

Purpose:

Facilities Management Department at Arkansas State University provides key control for university faculty, staff and students.

Types of Keys:

1. **Controlled Keys** are keys which open buildings, offices and controlled security areas.
2. **Operating Keys** operate one door (office, lab or other work space).
3. **Departmental Keys** are keys issued to the Building or Department Key Coordinator for short term use.
4. **Non-Controlled Keys** are keys to file cabinets, desks, display cabinets, etc. (Key Control Office will make or duplicate these keys but will not track key assignment)

General Provisions:

All keys are issued by the Arkansas State University Facilities Management Key Control Office and shall remain the property of Arkansas State University.

Any exemptions, changes, or special provisions to this policy will be made only with the approval of the Assistant Vice Chancellor of Facilities or his designee.

Each building will have a separate building master key system with as many sub-masters as necessary to accommodate the different departments within.

All mechanical/equipment and custodial rooms will be keyed separately from the building master.

It is a violation of this policy to attempt or to have any university keys duplicated by anyone other than the Facilities Key Control Office. University Police have the authority to confiscate any duplicated key(s). Any person in violation of this policy may have their key issuance privileges revoked.

It is a violation of this policy to change, add to, or alter any university installed locking system by anyone other than the Facilities Key Control Office. This includes the installation of any locking devices or hardware. Unauthorized devices and hardware will be removed by Facilities Management and the department or individual responsible for the room will be charged for all costs incurred.

High Security Keys

Under special circumstances individual rooms may be keyed separate from a building master key system when requested by the dean and approved by the Assistant Vice Chancellor of Facilities. No services will be provided to the room or areas. This will include maintenance, custodial, and other such services. In the event that emergency personnel need to enter the room, the department responsible for said room will be charged for any and all damage that may occur when entry is made.

Under special circumstances individual rooms may be keyed off the university grand master when approved by Assistant Vice Chancellor of Facilities Management.

Key Requests and Issuance:

Faculty, staff, graduate assistants and students may be issued keys to a university building upon the recommendation of a dean, department director, Vice Chancellor or the Chancellor via a key request form submitted to Facilities Management Key Control office.

The form must be filled out in its entirety and then signed by the department chair/ supervisor and the dean/ director.

Departments can request keys for only rooms and areas they are assigned.

All incomplete, illegible, incorrect, or unsigned forms will be returned to the requesting department. Departments are encouraged to type all key requests for legibility.

A work order is created and keys are cut. When the key(s) is (are) ready, the requesting individual(s) or contact person listed on the key request form will be notified that their key(s) is (are) ready for pick up.

A picture ID is required when the key holder picks up the key(s) from the Facilities Management. Staff picking up keys can come to Facilities Management front office at 2714 Pawnee street.

Records of all keys issued will be kept on a computerized key inventory system and will be maintained by the Facilities Management Key Control Office except Residents Life who maintain their own tracking system.

Building Key Coordinators and Temporary Key Issuance

Deans or directors may designate a building key coordinator and/or department key coordinator to be responsible for department keys for short term issue to graduate students and faculty. Coordinators will maintain complete records of all temporary key issues and will be responsible for key returns.

Key issuance for key coordinators requires a key request form to be filled out in its entirety and then signed by the department chair/ supervisor and the dean/ director.

Lost Keys:

The loss or theft of any key should be reported immediately to the key holder's supervisor, Facilities Management and the University Police Department. Replacement of lost, misplaced or stolen keys will be made in accordance with procedures for original issue. Individuals may be assessed replacement charges for lost controlled keys at the discretion of the dean/director. The dean or director will determine re-keying of locks or space at the individual's or departments expense.

Transfer of Keys:

The transfer of keys between employees or between departments is not permitted. Keys must be returned to Facilities Management Key Control Office for re-issue. (See temporary key issuance above)

Loaning of Keys:

Keys are for the individual's use for the purpose of conducting university business and should not be loaned to others at any time.

Worn Keys:

Individuals holding properly authorized keys may exchange damaged or worn keys at the Facilities Management Key Control Office, Room 135 during normal working hours M-F 7am-5pm for free replacement at any time.

Return of Keys:

It is the responsibility of the key holder and the administrator who authorized issuance of the key(s) to see that all controlled keys are returned to Key Control Office upon the key holder's:

1. Transfer to another department
2. Termination of employment or
3. Change of assignment that makes it unnecessary for the key holder to have certain keys.

All keys must be accounted for and returned. Deans or directors will be notified of key shortages upon return of keys to the Facilities Management Key Control Office. The dean or director will determine re-keying of applicable locks or space.

Contractor Access:

Keys that are needed by contractors or other non-university users must be authorized by the assigned Facilities Management Project Manager. A Facilities Management Key Request Authorization form must be filled out by the project manager and signed by key recipient for issuance. The project manager will be responsible for making sure that all keys are returned at the end of the project.

Key Inventory Audit:

A key inventory audit list will be issued by the Facilities Management Key Control Office to each university department annually. It will be the department's

responsibility to verify the accuracy of the key audit and return the audit to Facilities Management in a timely manner. The annual key inventory audit will be distributed to appropriate university Vice Chancellors for review.

Lock Out Procedure:

Public Safety will provide after-hour emergency access for faculty and staff members who need immediate entry to their assigned workspaces. This space is limited to university assigned offices and scheduled classrooms and shall not include communal areas, laboratories, athletic areas, libraries or other areas owned and controlled by Arkansas State University. Faculty and staff should first contact their building/department key coordinator, department chair or dean during normal work hours.

After hours calls should be directed to the Department of Public Safety at 972-2093.