Policy #54006

KEY CONTROL POLICY – ACADEMIC & RECREATIONAL BUILDINGS

Effective Date: June 1, 2018   **Revised Date:** July 1, 2022
Responsible Office: Facilities Management and Campus Services
Division: Finance and Administration

I.   **PURPOSE/OBJECTIVE**
The purpose of the Key Control Policy is to protect the property and privacy of Grambling State University, and of individuals assigned to use University facilities, by limiting access to such facilities to assigned individuals and to their supervisors. Recognition has been given to the fact that facilities has responsibility for the maintenance of all spaces, including all building systems and as such, may have a need for access to certain spaces occupied by others. Facilities also has the responsibility to effectively manage and control distribution of keys on campus.

II.   **STATEMENT OF POLICY**

This policy applies to all Grambling State University employees, visiting faculty, and contractors working for the University. It applies to all facilities owned, leased, or otherwise occupied by Grambling State University.

III. **ISSUING KEYS**

Keys to University spaces, e.g., offices, lecture halls, classrooms, housing, storage spaces, mechanical spaces, high voltage spaces, etc., will be issued to University employees with the approval of the appropriate Department Head, Dean, or Director. Keys issued to Facilities employees for spaces other than Facilities occupied spaces must be approved by the Department occupying the space of facility. Each key issued to University employees, contractors, or students shall be documented by the Facilities University Locksmith. **No key shall be transferred from one person to another without being returned to the University Locksmith for appropriate reissue.** Each key will be stamped with a unique number and issued by number to a specific individual. **All Keys can be picked up from (10a.m.-4p.m. Mon-Thurs).**

A. **DUPLICATION**

All keys referred to in this policy are the property of Grambling State University and are not to be duplicated by anyone other than the **University Locksmith.** Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

B. LOST OR STOLEN KEYS

All employees must report any stolen or lost keys **immediately** upon discovery of loss to the GSU Police Department, Department Head, Facilities Management and to the Facilities Director **immediately.**

If a key is damaged and no longer works:

1. Notify University Locksmith by using the key request form.
2. Submit the damaged key with the key request form to the University Locksmith.
3. The process for getting a new key will be the same as listed above.

C. KEY REPLACEMENT-IF LOST OR STOLEN

Note: All keys must be always secured by the employee of the department that key(s) were assigned to. Departments that utilize Master Keys for daily activities <u>must always properly secure and account for keys</u>.

To replace lost or stolen key(s) employees must follow the Key Return Procedure. When the Key Return Procedure has been satisfied, the employee must follow the issuing procedure to be assigned a replacement key(s). Individual cost per key may vary based on the following types:

1. **Individual Office Key Replacement:** The employee will be assessed a fee of $100.00.

2. **Entry Door Key Replacement:** The employee will be assessed a fee of $100.00 per the number of cores to be replaced.

3. **Sub-Master Key Replacement:** The employee will be assessed a fee of $5,000.00 per the number of cores to be replaced.

4. **Master Key Replacement:** The employee will be assessed a fee of $10,000.00 per the number of cores to be replaced.

5. **Grand Master Key Replacement:** The employee will be assessed a fee of $50,000.00 per the number of cores to be replaced.

The Facilities Director, University Locksmith and Upper Administration will perform a risk assessment immediately for lost or stolen keys to determine next steps to be taken. Based upon the risk assessment, the University Locksmith may be required to implement special locking request.

D. KEY RETRIEVAL

Upon termination of employment, all keys must be immediately returned to the Locksmith. **Failure to return keys upon termination/separation may result in holding the employee's final check, and the cost to re-key a room, office or building (or buildings) if they do not return their key(s) prior to leaving the University.**

E. EXTENDED LEAVE FROM DUTY

All employees on any type of extended absence from the University should "temporarily" surrender their keys for the protection of University assets and movable property. This process protects the employee against the loss of University keys and protects the security of the University. Management should determine the length of the absence. If management does not believe that temporarily surrendering University keys is necessary, then that is management's decision, acceptance of risk and exposure.

F. CONTACTORS

Keys needed by contractors or non-University users will be issued keys by the University Locksmith using a standard Key Form request.

Locksmith using a standard Key Form request.

1. For major renovations, areas under construction can be rekeyed with contractor cores.

2. For projects that require building access that cannot be rekeyed with contractor cores, contractors may be given access to building keys.

3. Contractors must **NOT** leave the campus with University keys. Contractors must return keys to the University Locksmith at the end of the day. Contactors must pay for rekeying in the event keys are lost.

4. Contractors must be under contract or be covered under a contract (active Purchase Order or Support Agreement) and will be required to have a University issued **Temporary ID Card** prior to being granted key access.

5. Keys shall not be checked out for periods longer than eight hours at a time and must be returned to the University Locksmith at the end of the day.

6. Contractor ID Cards will be requested by the University Sponsor (i.e. Project Manager and/or Project Coordinator) through the University ID Card office and require a sponsor's signature. It is the sponsor's responsibility to put a

reasonable key access expiration date on the ID so the ID will expire shortly after work completes. Key access will be no longer than six months.

7. The contractor key holder agrees to maintain the security of an area or building. All doors found locked upon arrival must be locked when leaving the worksite.

8. When a contractor's duties are terminated, the project manager or project coordinator must communicate with the University Locksmith so all-key access can be terminated.

9. Contractors must make sure all keys are returned to the University Locksmith prior to leaving campus.

G. CONTACTORS KEY TERMS (If Lost or Stolen)

1. Terms of the contract will include a specific return date, beyond which keys or change. The locks to assure security of University property.

2. All cost of keys, stolen, recovery and re-keying will be the responsibility of the person(s) or firm to which the keys were issued.

   Keys Issued to Contractors

   a. Keys may be issued for a specified period of time to contractors working on site if approved by the University Locksmith and Director of Facilities Management and Campus Services.
   b. **Keys issued to contractor for a period of 1 week or less:** University Locksmith will manually maintain key records for assigned key(s).
   c. **Keys issued to contractor for a period greater than 1 week:** Contractor must follow the Key Issuance Procedure (54006.5). The Director of Facilities Management and the University Locksmith will serve as the only signature that must be obtain to issue a key(s).

   Note: If key(s) are not returned before the specified period of time has lapsed, the contractor's employer will be notified to return the key. If the employer is unable to return the key, the employer will be billed for charges based on the type of key(s) issued.

H. FACULTY and STAFF

Before the key is given to the employee, the employee will be required to identify themselves to Facilities Management and Campus Services by presenting their university identification card. A copy will be made and kept on file with the key request form. Once they have been positively identified, the employee will be required to sign the authorization statement on the bottom of the **key request form.** This authorization will acknowledge that the employee is responsible for the key and will be charged an appropriate fee if the key is lost or if it is not returned upon termination of their employment with the University. The key number and the employee name will be entered into a database in order to track University keys.

I. STUDENTS

Students should not be issued keys to university buildings or offices.

1. Department head or his/ her designee must complete one of the Key Request Forms.

2. Keys may be requested for no longer than one academic year at a time.

3. Obtain appropriate approving signature, in accordance with the Key Policy.

4. The completed form will be forwarded to Facilities Director, University Locksmith, Project Coordinator, and University Police Department.

5. Receive and sign for authorized keys in person.

6. All keys must be turned in at the end of employment.

7. Requests of duplicate keys of outstanding (unaccounted for) keys will not be issued.

J. SPECIAL LOCKING REQUESTS

Based on a need for securing a specific area, upper level administration may require that the area locks be rekeyed. The area will be on a change key but will not be taken off the university's proprietary system. They will not be accessible by department or grand master keys. No key (s) will be issued to these areas without upper level administration approval. This includes the University Police Department. A change key request will be maintained to the University Locksmith's office. This special keying system will remain in place until administration that requested the security instructs Facilities Management to reinstate the regular keying procedures.

K. REGULAR SCHOOL/HOLIDAY CLOSING OF BUILDING

1. During the week prior to an extended University Regular School and/ or Holiday Closing, Facilities Management and University will coordinate building exterior core changes.
2. During Regular School/Holiday Break, if a faculty, staff member or approved contractor (s) require access to a building they must request entry through the GSU Police Department. All faculty, staff, and approved contractors must have picture ID present and you must sign in before access will be granted. When leaving the building anyone granted access must return to the GSU Police Department and sign out. **Failure to adhere to this rule may result in Disciplinary action and/ or charges fir the damaged or stolen property/equipment.**

L. FORMS AND PROCEDURES

All key requests forms are filled out and submitted through the GSU Banner Web system.

M. CHANGE OF CORES

In the event of core changes throughout a building, the Facilities Department will notify the Building Coordinator and/or the Department Heads in advance. The Building Coordinator and/or Department Head will assist with informing everyone in the building of the core change, as their existing keys will not work once the new cores are installed. A new key request form must be completed by every individual in the building. The building's occupants must return the existing keys to the Locksmith, and a new key will be issued.

N. ENFORCEMENT

The policy and its enforcement are the responsibility of Facilities Management and Campus Services and are implemented through the University Locksmith. All University Faculty, Staff, and Administrators shall ensure keys are not issued to individuals which would provide access to areas other than those to which the person issued the key would ROUTINELY need access. The Locksmith shall implement and maintain appropriate procedure to ensure that all keys issued to Facilities employees are accounted for, securely deposited in a lock safe when not in use, and security maintained of the Master Key Systems used by Campus Departments.