Title of the Policy: Campus Access Control Policy

Functional Area: Office of Facility Services
Applies To: All Faculty and Staff
Policy Reference(s): N/A

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**Responsible Person**

The Director of Facility services is responsible for maintenance of this policy, and for responding to questions posed regarding this policy.

**Purpose / Rationale**

1. To achieve maximum security while maintaining reasonable usability of Armstrong State University facilities.

2. To maintain consistent control of the University’s key system including, key duplication and distribution.

3. To maintain a recorded chain of accountability for all keys issued.

**Policy**

It is the policy of the University that other than during normal operating hours or upon special request, all buildings shall be locked in order to maintain the security of the building and its contents. Keys are issued for entry to University buildings for the purpose of conducting University business only. An individual entering or leaving a locked building shall be responsible for securing the doors and may be held responsible for any loss or damage from failure to do so.

Access to all University buildings is provided through a manual key system (primary access) and/or card swipe access (secondary access). The primary access control to buildings (both exterior and interior) is provided by a manual key system. All University door locks shall be keyed within this system.

Working with the building users, Facility Services will determine the keying and issuance of all keys. All lock and key work shall be done through the University Key Shop. Unauthorized door locks are prohibited, and when found, will be removed and appropriate charges made to the
responsible College or Department. No other sources for keys are authorized. All keys issued remain the property of the University. Keys to vehicles, cabinets, lockers, display cases, and desks are not covered in this policy. The issuance and control of these keys is the responsibility of the individual key holder, College, and Department.

Secondary access control to buildings is provided by a card swipe system. This system is installed and controlled by Card Services. Installation of card swipe systems on exterior building doors is determined by Card Services and Facility Services. Installation of card swipe systems on interior building doors may be requested by College Deans or Departments Heads. Card Services will purchase the required materials and oversee installation, but all costs associated with the installation of these swipe systems will remain the responsibility of the requesting College or Department.

Guidelines

A. Responsibilities – Manual Key System

1. Facility Services
   a. Create and maintain the University's lock and key system, including schematics, codes, product standards and service equipment.
   b. Issue keys with properly signed authorization forms and maintaining records of same.
   c. Maintain computer database of all keys, locks, and associated building and room numbers that they operate. Maintain database of all key holders.
   d. Audit keys as deemed necessary by the Director of Facility Services.
   e. Restore security in a timely manner whenever key control has been compromised.
   f. Develop keying schedules, re-keying and stocking necessary locks, cylinders, key blanks and related hardware.

2. Colleges and Departments
   a. Sign all Key Request Forms for personnel within your area of responsibility.
   b. Complete Contractor Key Request Forms for those contractors requiring extended access to University Buildings (more than 5 consecutive days).
      i. Scan and return the completed form to Facility Services at facility.services@armstrong.edu at least one day prior to needing the key(s).
   c. Authorize master level keys within their areas of responsibility (see Section G).
   d. Protect keys from loss, theft or unauthorized use.
      i. Report lost or stolen keys immediately through the appropriate department head or supervisor to the Armstrong Police Department and Facility Services. Any re-keying expenses to correct deficiencies in security due to a lost, stolen, misplaced, or un-returned key will be the responsibility of the individual key holder, College, or Department.
   e. Ensure departing University personnel return their keys to Human Resources.
      i. Departments are responsible for having “key return” on their employee exit checklist. Departments are prohibited from transferring keys from one employee to another.
   f. Request keys for new employees using the procedure in paragraph 3 below.

3. Key Holders--University Personnel and Students
   a. Follow the Key Request Procedure for obtaining keys.
      i. Submit a work order via the Online Work Order System.
      ii. The Key Shop will send a Key Request Form to the requestor, who will then
collect the required signatures.

iii. Return the Key Request form to the University Key Shop by scanning the Key Request form to facility.services@armstrong.edu.

iv. Visit Facility Services to sign for and pick up your keys when notified. **Unless other arrangements are made with Facility Services, keys not picked up within seven days of notice will be returned to the Key Shop and a new work order must be submitted to obtain keys.**

b. Assume responsibility for the safekeeping of the key and its use.
   i. It is understood the key will not be loaned or made available to others per the key request form signed by the key holder.

c. Ensure that all doors are secured when leaving a locked campus building.

d. Protect keys from loss, theft or unauthorized use.
   i. Report lost or stolen keys immediately through the appropriate department head or supervisor to he Armstrong Police Department and Facility Services. Any re-keying expenses to correct deficiencies in security due to a lost, stolen, misplaced, or un-returned key will be the responsibility of the individual key holder, College, or Department.

e. Upon separation from the University return all keys to Human Resources who will forward to Facilities Services. **Do not return keys to department heads, department admins, or Facility Services. Do not transfer keys to new employees.**

4. **Key Holders - Contractors, Consultants, Vendors, and other Non-University Personnel**
   a. Sign a completed Contractor Key Request form.
      i. Keys may be picked up and signed for at Facility Services Monday through Friday between 7:30am and 4pm.
      ii. The Company’s representative to whom the keys are issued must present picture identification and personally sign for all keys.
      iii. All keys must be returned to Facility Services completion of the project. Facility Services is open Monday through Friday between 7:30am and 4pm.
   
   b. Assume responsibility for the safekeeping of the key and its use. When leaving a campus area or building ensure that all doors are secured as they were upon arrival.
      i. It is understood the key will not be loaned or made available to others outside of the contractor’s supervision per the key request form signed by the key holder.
   
   c. Protect keys from loss, theft or unauthorized use.
      i. Report lost or stolen keys immediately through the University employee authorizing the work to the Armstrong Police Department and Facility Services. Any re-keying expenses to correct deficiencies in security due to a lost, stolen, misplaced, or un-returned key will be the responsibility of the Contractor.
   
   d. For short term daily check-out of keys (less than 5 consecutive days), a contractor/vendor may check out keys from the front desk of Facility Services Monday through Friday between 7:30am and 4pm. Keys must be returned by 4:00 p.m. daily.

D. Lost, Stolen, Un-returned, and Broken Keys

   a. **Lost or Stolen Keys**
      i. Report lost, stolen, or misplaced keys immediately through the appropriate department head or supervisor to the Armstrong Police Department and Facility Services.
         1. If keys are stolen, a police report must be filed detailing the circumstances of the theft.
2. If keys are lost or misplaced, please indicate the last known whereabouts for the keys.
   ii. A new key request must be initiated for replacement keys.
   iii. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.

b. Un-Returned Keys
   i. It is the responsibility of the authorizing Dean or Department Head to make every effort to insure keys from personnel separating from the University are relinquished to Human Resources during the exit process. If efforts fail to obtain the keys they should be considered lost, with the above procedures followed.
   ii. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.

c. Broken or Damaged Keys
   i. If a key is broken or otherwise damaged, the pieces must be returned to Facility Services and a work order generated for the replacement of the broken key.
   ii. If a key is broken off in a lock, notify Facility Services immediately.
   iii. A new key will be issued after damage verification.

E. Key Audits

Key Audits will be completed at least annually.

Facility Services will develop and send to each college and department a list of keys that they have been issued for each area. The receiving department shall complete an inventory and certify that all keys are accounted for and still in the possession of the individuals noted on the list. Certification must be returned within thirty days of initiation of the key audit to Facility Services. Excess keys can be returned at that time. Agencies will not be issued any additional keys until their certification is properly signed and returned.

From time to time, circumstances may dictate that a Key Audit be performed more than once per year. In these instances, a Key Audit will be authorized by the Director of Facility Services. University Key Shop personnel will perform the audit by visiting all members of the Department or College being audited to verify that all keys that have been issued are accounted for and still in the possession of the assignee.

F. Locks Removed From the University Master Keying System

While all University keys should remain on the master keying system, the University Key Shop recognizes that there may be areas that, due to security reasons, need to be “off master.” These specific areas will normally fall in the High Risk or High Security categories such as hazardous chemical storage rooms, areas where money is stored, or University Police evidence rooms.

1. Requests for special keying will be forwarded from the appropriate VP, Dean, or Department Head to the University Key Shop for consideration. Requests are to be made using the Off Master Lock Form, which can be completed and scanned to facility.services@armstrong.edu.
   a. Please note that standard University locksets and keyways are still required for these areas.
2. The Director of Facility Services will approve or deny the request.
   a. If the request is denied, a reason for the denial will be supplied to the requestor.
3. Once the request is approved, the University Key Shop will key the requested areas and cut individual door keys only for those listed on the Off Master Lock Form.
   a. It is understood that, for safety reasons, the University Lock Shop and the University Police will retain access to all areas of campus, including those “off master.”
4. Since removal of a lock from the master keying system eliminates access to that area for Custodial Services, Maintenance, and IT Services, a departmental representative with a key will be required to unlock the space and be present while work is being done.

G. Campus Master Keys

Campus Master Keys are issued on an extremely limited basis and only to those requiring access to all buildings and rooms (for example, University Police and Facility Services employees). All requests for Campus Master keys must be approved by the Director of Facility Services and the Vice President for Business and Finance.

In most instances, Building Submaster keys will be authorized rather than providing an individual with a Campus Master key.

In the event a Campus Master key is lost or stolen, the University Police and Facility Services must immediately be notified so that proper precautions can take place to ensure the security of the campus. Individuals losing a Campus Master key may be subject to disciplinary procedures. The individual, Department, or College will also be financially responsible for re-keying all University Buildings.

Related Documents

The Key Request for Contractors and/or Non-University Personnel form can be found on the Facility Services website.

The Key Request for University Personnel form can be found at the Facility Services website.