

Point University Key Policy

Purpose

To set forth the procedures for Institutional control of keys and to provide procedures for requesting keys. To ensure that the security of campus facilities is maintained through strict accountability for keys issued.

POLICY

A functional and working key control system enhances campus security. Keys will be issued to faculty and staff on the basis of need, not convenience. Students or part-time employees who require access to campus facility areas must receive keys through a faculty or staff employee. The number of keys issued will be kept to a minimum. All key requests must be submitted via key request form, following the procedures outlined herein. The issuance of campus Grand Master keys will require the approved signature of the department head.

Terminating employees must return all keys issued in their name to the Facilities Department prior to departing the campus (**If not possible, Security/HR Manager will obtain the keys and will return to the Facilities Department**). [Human Resources](#) must ensure that employees obtain clearance from the Facilities/Security Department before they will be allowed to exit the University. There will be a charge for all lost keys as determined by the values placed on the individual keys denoted on the key request form.

KEY ISSUANCE PROCEDURES

EMPLOYEE

- Prepare Point University Key Request Form, all fields are required.
- A Key Request form that is properly filled out, and has obtained correct signatures, may be brought to the Facilities Department for key issuance.

GRAND MASTER KEYS – DEPARTMENT HEAD

- Receive and review key request from departments requiring secondary approval. Approve or disapprove request. If not approved return with reason for denial to the department where it originated.
- If approved, sign key request and forward to Facilities Department.

FACILITY DEPARTMENT

- When a key request is received, advise any related/concerned parties about any special security concerns related to the key request.
- The key requester will be required to pick up keys at the Facilities Department
- Employees must sign for all keys received.

KEY RETURN PROCEDURES

TERMINATING EMPLOYEES

- If possible the terminating employee must process through the Facilities Department and obtain authorization for clearance as required by Human Resources.

TRANSFERRING EMPLOYEES

- Transferring employees must return all current keys to Facilities Department. New keys will be issued as appropriate, following the procedures for issuance of keys.

RESIDENCE LIFE OFFICE

- Housing Office will notify Security Department/Facilities Department of lost keys and charge students appropriately.

FACILITY DEPARTMENT

- If keys are missing, the individual will make arrangements to pay appropriate charges and bring receipt to Facilities Department to obtain signature for final clearance. Appropriate charges are indicated on the original key request form. Advise individuals of lost keys and appropriate charges.

UNIVERSITY SECURITY

- All lost/stolen keys must be reported to the Security Department within 24 hours and a copy of the report forwarded to the Facilities Department. If lost keys are returned to Facilities Department, Security Department must be notified to clear their reports.

LOCKOUT

- Each department is responsible for establishing a procedure for and identifying an individual(s) to contact in the event of a lockout.

KEY SHOP RESPONSIBILITIES:

- Creating and maintaining a keying system that provides structure and accountability for occupying campus facilities.
- Performing all maintenance and repair of university locks and related hardware
- Fabricating and issuing keys that will provide access to campus facilities
- Maintaining current and accurate key records
- Verifying with security reports concerning the loss or theft of keys.
- Protecting the integrity of the University

KEY HOLDER RESPONSIBILITIES:

- When requesting duplicate keys, the requester must provide proof that he/she still has all original issued key(s).
- When requesting replacement keys, the requestor must provide a receipt showing that the key was paid for in full before a new replacement key will be issued.
- All keys are property of the University. All keys are to be returned to Facilities office under the following conditions 1) termination 2) transferring from one department to another 3) by request of the Facilities Director 4) resignation.

- Students, student employees, temp/casual labor or positions not regarded as permanent and benefited shall not be issued keys for purposes other than residing on campus.
- It is the sole responsibility of the key holder to be responsible for his/her keys. Keys lost/stolen keys shall be reported immediately. Charges will be incurred by the individual responsible for lost/stolen keys. Housing policy will dictate any costs passed to the resident.
- Keys/Card Badges Reader may be checked out to vendors if a campus representative for the contractor provides proof of need. Keys/Card Badges checked-out to vendors shall be returned on the same business day unless authorized by a signed agreement with the campus representative. Circumstances that require a non-employee to have keys over a period of time will require a campus representative to sign for the keys and he/she will be held responsible for their safe return. All contractors and/or vendors requesting keys for a “day” must get them from Security Department.
- Keys checked out on “rings” shall not be removed from the ring for any reason.
- Keys shall not be duplicated except by the Facilities Department, no exceptions. Disciplinary action may be taken for any case in which a key holder attempts to duplicate any key issued by the Facilities Department.
- Keys shall not be hidden.
- Keys shall remain in the possession of the key holder at all times.
- Keys shall not be used to open doors for anyone other than the key holder unless authorized and supervised.
- Keys shall not be loaned.
- Keys are to be issued and used for official University business only.
- Keys will be issued based on the need for access, not for convenience.
- Keys shall not be used for any purpose other than that in which it was issued.
- Department heads/Deans are not authorized to approve key requests for areas of campus in which he/she is not responsible.
- Damaged or broken keys are to be reported to the Facilities Department immediately (or on the next business day)
- Any keys found should be returned to the Security Department immediately. The key holder must receive the key directly.