ATHENS STATE
U N I V E R S I T Y

FACILITIES MANAGEMENT
KEY PROCEDURES

A. GOAL

The purpose of this policy is to provide adequate building security for persons and property through the control of keys issued, to assure appropriate access to work areas by employees in University buildings and to allow unrestricted access by Police, Fire and Facilities personnel to all campus areas for reasons of security, facilities maintenance and repairs, safety, and health.

B. DEFINITIONS

1. **Grand Master Key**
   Provides total access to all buildings within a particular system on campus. Authorization for this key is granted by the Director of Facilities Management and is restricted to Security and Management personnel.

2. **Building Sub-Master Key**
   Provides access to a group of rooms within a building. The issuance of this key is restricted to persons authorized by a Vice President or division head* and the Director of Facilities Management.
   *Note: In situations of multiple tenants and thus, multiple Vice President/Provost supervisors, the signature of all building supervisors in that building is required for a Building Sub-Master Key.

3. **Exterior Door Key**
   Provides access to building. Generally Exterior Door Keys are not issued to anyone other than Security.

4. **Individual Room Key**
   Provides access to a room/office, or multiple rooms or offices that might be keyed alike within an individual building. Authorization is granted by the VP, Dean, Director or Department Chair.

5. **Key Coordinator**
   An individual designated, through the appropriate VP, for the responsibility of the issuance, return and record keeping of University keys.

C. BASIC POLICY FUNDAMENTALS

1. Police, Emergency Services (Fire and Rescue) and Facilities Management must have unrestricted access to all campus areas, for safety, security, and health reasons, through the establishment and maintenance of a master keying system. All necessary keys including SKD (single keyed) keys are kept in Knox boxes (Fire Dept. access only) in case of fire.

2. All employees (except students) of the University will be assured access to their workspace. New employees will be issued key(s) to the area(s) they work and according to their need to access other areas.

3. Facilities Management **will not** issue keys directly to students, including student employees.

4. The issuance of keys for all University buildings must be requested and authorized on a Key Request Form as outlined in Sections B & D.
5. The issuance of keys to non-University employees with assigned spaces (i.e.: food service, leased spaces) in general, must conform to the basic principles identified within this policy.

D. ISSUANCE OF KEYS

1. All University employees may be issued a key(s) to their own office and/or work area(s) that are regularly locked.
2. Faculty members and academic staff may be issued keys to their own offices and may also be issued keys to laboratories, storerooms, and other work areas, which they utilize and which are regularly locked. Faculty and staff will be issued keys to all other areas upon approval by the appropriate Department Dean or VP, as well as approval by the Director of Facilities Management. All requests must be on a Key Request Form and clearly explain and justify the need.
3. All keys **must** be signed for in the Facilities Management Office on the campus where the key will be used and where a record of issued keys will be kept.
4. One key will be issued to an employee for any area in which he/she works. The department will be charged for replacement of a lost or missing key or failure to return an assigned key upon that employee's separation from the University. A replacement key **will not** be issued until a of a lost or missing key has been filed with Security. A copy of the report **must** be attached to the key request.
5. Duplicate keys are generally not issued. In certain situations duplicate keys will be issued only on a departmental level to the Department Director, Dean, Provost, Division Head or VP.

E. KEY REQUEST PROCEDURES

1. **Key Requests**
The Facilities Management work order system will be used to facilitate all key requests, changes, replacements, etc. for its locksmiths. *In no case shall the locksmith be contacted directly.* Requests for keys shall be made on a Key Request Form (no phone calls/e-mails) with the appropriate VP and supervisory signatures. A Facilities Management work order will be generated from this request. Key Request Forms will be kept on file at the Facilities Management Office. The employee to whom the keys are issued must personally sign for all keys. **NO KEY WILL BE ISSUED WITHOUT PROPER AUTHORIZATION AND SIGNATURES.** Keys will be issued on the campus during normal Facilities business hours of 7:00am-3:30pm Monday through Friday.

2. **Record Keeping**
Facilities Management will keep a record of every Key used for the University's buildings. A key database will be maintained for all keys issued and will include both building and employee key records.

3. **Lock Changes**
If keys are lost or stolen, they must first be reported missing to the University Security. Locks may be required to be changed, at the discretion of the Director of Facilities Management, to maintain the security of the facility. The VP, Provost, Division Head, Dean, Department Chair, Director and Key Coordinator may request a lock change to maintain the security of the facility.

F. KEY RETURN PROCEDURES

1. **Retrieval of Keys for University Buildings:** As the person responsible for the issuance of keys, the Key Coordinator and Supervisors will also be responsible for administering key retrieval procedures. Keys should be retrieved from the employee and returned to Facilities Management whenever the following occur:

   a. **Change of assignment**
   When a change occurs in a faculty or staff member's office or work area in a University building, the appropriate VP, Dean, Director or Department Chair should request a new key, and identify the keys to be returned. Keys **must** be returned to Facilities Management simultaneously when new keys are issued.

   b. **Faculty or staff separation**
   Prior to an employee separation, keys **must** be returned to Facilities Management during an exit interview. The person's key record will then be cleared.

G. NO DUPLICATION OR TRANSFERRING OF KEYS

1. No person may duplicate a University key or request the unauthorized duplication of a University key.
2. No person may transfer any University key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a University key.
3. Keys in the possession of unauthorized persons may be confiscated.
4. No person shall replace without permission, damage, tamper with or vandalize any University lock or security device.