Master Key Control & Access Responsibilities

Purpose

To describe University issued Master Key Control Procedures, standardized door hardware requirements, and access responsibilities.

Policy

1. All campus locks must remain on the building master key system unless a specific exception is authorized by the Vice President for Business Affairs (VPBA).
2. The University will not allow the installation of any locking devices on doors which do not conform to the standardized lock systems on the campus. Departments may not order and/or install any locking device on any door without approval of the VPBA.
3. Temporary keys may be issued occasionally to outside vendors and contractors that need after hours access to University property when no other alternative is available. Such access must be approved by the VPBA.
4. After hour emergency access or other building security needs must be obtained through the University Police Department.

Procedures

1. The Department must submit a written request to VPBA to remove a lock from the master key system.
   a. The Department should explain the extenuating need for such action and address proposed provisions for adequate fire and life safety.
   b. If approved, the Department must provide an emergency key, entry card or access code to the University Police for use in emergency situations. The Department must also maintain a current list with the University Police of the names and phone numbers of at least two people who will be available for after-hours calls should an emergency arise in the area.
2. The Department must submit a written request to VPBA to install a locking device that does not conform to the standardized lock systems on the campus.
   a. The Department should explain the extenuating need for such action and any special security provisions that need to be accommodated.
   b. The Department's request for a special door lock will be assessed by the Facilities Services Key Shop, Environmental Health and Safety, and the University Police to determine whether the particular security need can or cannot be met by modification of the existing standard door lock systems and to determine the potential impact of any proposed non-standard lock system on life safety and building security.
3. The Department must submit a written request to VPBA to issue a temporary key(s) to an outside vendor and contractor that may require after hours access to University property.
   a. The Department agrees to accept responsibility for maintaining accountability of the temporary keys and recovering the key(s) from the vendor or contractor at the completion of the contract. The Department must also ensure vendors and contractors agree to pay re-keying fees if for any reason they fail to return issued keys and acknowledging that funds may be retained from payments due to the vendor or contractor in order to reimburse the University for such costs.
4. The Department must provide advance written notification to Facilities Services and University Police when the department requires access to University facilities during periods other than normal building hours. The Department is responsible for making prior arrangements to have the facility or area opened and closed. The Department will also be responsible for controlling entry and exit to the facility during the period of use.
   a. Departments requiring access to building spaces outside regular working hours and on weekends and holidays may submit a key request to the Facilities Services Key Shop at least three (3) working days before the scheduled building use date. The key(s) will be issued to the authorized individual on Friday or the day before the scheduled building use date and will only be issued to an authorized employee requiring access during periods other than normal building hours. The key(s) must be returned on Monday or the next working day after the building use date.
   b. The Department authorizing issuance of the key agrees to be responsible for payment of any costs arising from lost, stolen or unreturned keys, including re-keying costs if applicable.
Applicability

This administrative procedure applies to all university departments.

Responsible Party

Director, Facilities Services