

KEY CONTROL POLICY



POLICY 02-05-01

Effective Date: 9/28/08
Date Last Revised: 11/21/11

The following are responsible for the accuracy of this information contained in this document:

Responsible Policy Administrator
Vice President for Administration

Responsible Department
Facilities Management

Contact
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Policy Statement

It is the policy of Nichols College to promote the security of campus personnel and appropriate access to College property.

Reason for Policy

This policy describes the control, use, and possession of keys to campus facilities, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) key issuance procedures, (F) lost keys, (G) key eligibility criteria, (H) provision for contractor access, and (I) key and building security.

Entities Affected By This Policy

- All Departments
- All Employees that have keys to areas on campus

Scope

Unauthorized fabrication, duplication, possession, or use of keys to facilities of Nichols College is a violation of this policy and could result in discipline, up to termination. College keys are Nichols property and may be recovered at any time.

Design of the keying system is the responsibility of the Department of Facilities Management. The design will ensure security and reasonable convenience to personnel occupying campus facilities.

Facilities Management fabricates all keys and performs all lock changes for campus facilities, except for work performed by on-site contractors under the direction of Facilities Management. Records of keys to campus facilities, including the names of individuals to whom keys are issued, dates of issue/return/loss will be maintained by Facilities Management. College keys will not be duplicated, except by the Department of Facilities Management.

Responsibilities

All persons issued Nichols College keys shall be held responsible and accountable for said keys at all times. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the *Key Eligibility Criteria* and *Key Issuance Procedures* below.

Procedures

Keys to buildings, offices and any other secured area will be issued to employees, staff, and faculty on the basis of demonstrated need.

EMPLOYEE KEYS

1. Complete "Key Request Form."
2. Keys may be requested for regularly appointed College and part-time employees for the duration of employment.
3. Obtain appropriate approving signature, in accordance with campus Key Policy.
4. Submit completed form to Facilities Management.
5. Receive and sign (Key Issue Form) for authorized keys. Key may be picked up at Facilities Management between the hours of 7:30AM – 4:30PM Monday-Friday. Picture ID is required.
6. All keys are to be returned immediately to Facilities Management upon my transfer to another department, termination or when use of keys become unnecessary or unauthorized.
7. Periodic auditing of issued keys may be requested.

LOST KEYS

REPORTING

1. Lost keys should be reported immediately to the Department of Public Safety and the department originally authorizing the keys.
2. A Public Safety officer will complete an Incident Report for the lost keys. Keys will not be reissued unless an Incident Report is completed.
3. If a reissue of lost keys is requested, complete a Key Request Form. Obtain signature of appropriate Department Chair.
4. Submit form to Facilities Management.

KEY ELIGIBILITY CRITERIA

TYPE of KEY	ELIGIBILITY to CARRY	RESPONSIBILITY to AUTHORIZE
Great Grand Master (Access to all Campus Facilities); Residence Hall Grand (Access to all Residence Halls); Academic/Administrative Grand (Access to all buildings, except Residence Halls)	1. President 2. Various Vice Presidents 3. Dean, GPS 4. Director, Public Safety 5. AVP for Facilities 6. Public Safety Staff 7. Appropriate Facilities Staff	2. & 3. President 4. & 5. V/P for Administration 6. Director-Public Safety 7. Supervisor-Facilities 8. V/P for Administration
Building Master (Access to all locks within a building)	1. Appropriate Facilities Staff 2. Employees as needed to perform their duties	1. AVP- Facilities 2. Appropriate Administrator Dept. Chair
Sub-Master (Access to a group of locks within a building)	1. Employees as needed to perform their duties	1. Appropriate Administrator Dept. Chair
Single door lock	1. Employees/students as needed to perform their duties	1. Appropriate Administrator Dept. Chair
Building Entrance	1. Employees as needed to perform their duties	1. Appropriate Administrator Dept. Chair
Mechanical/custodial rooms	1. Employees as needed to perform their duties	1. AVP-Facilities

CONTRACTOR ACCESS

Keys needed by contractors or other non-College users must be authorized by Facilities Management, including authorized individual, firm name, and specific return date. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the firm to which the keys were issued, and final payment will not be made until keys are cleared.

KEY AND BUILDING SECURITY

- The individual to whom keys are issued is personally responsible for the use of said keys until returned to Facilities Management or Public Safety.
- Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual.
- Key holders shall not "prop" doors or windows open or leave them unlocked during hours when the facility is normally closed.
- If for some reason you cannot lock a door with your key, contact Public Safety.
- DO NOT duplicate any issued keys.
- Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building.

Forms / Instructions

- Key Request Form
- Key Issue Form