


# PROCEDURE

<b>Subject</b>	<b>Key Control</b>	<b>Number:</b> 6.01.02
<b>Source</b>	Facilities Management	<b>Reference (Rule #)</b> 6HX14—6.01
<b>President's Approval/Date:</b>	 8/10/2017	

This procedure defines the process and several elements of the college's keying system and establishes an orderly and efficient method for qualified college personnel to quickly obtain keys. Instructions are also presented for the return of issued keys no longer required.

1. Only college approved and keyed hardware is permitted. Whether keying a new building or re-keying an existing one, a keying plan will be developed with primary input from the user of the building. Duplicate keys will be maintained to be readily available for issue and records kept by the Facilities Management Department. College employees will not have locks changed, keys made, or any other work done by an off-campus firm. All lock work, whatever the nature, will be handled through the Facilities Management Department upon proper request.
2. Public Safety maintains access to all classrooms and buildings as per their published schedule. In addition, Public Safety is available to provide access outside normal access hours, twenty-four hours per day; seven days per week (24/7).
3. In an effort to reduce potential breaches of security, keys shall only be issued as approved by a supervisor and/or the VP responsible for the department. Exceptions: Restricted access to all mechanical, electrical and IT rooms shall be strictly enforced.
4. Funding responsibilities are divided. Routine maintenance and repair of locks, maintaining a set of pattern keys and duplicate keys, and the keying of a new building is the funding responsibility of the Facilities Management Department. Funding to re-key a building depends on the reason for re-keying. If building security has been compromised by loss of a master or sub-master key or excessive failure to recover keys from department personnel, funding responsibility for re-keying may rest with that department. Re-keying to satisfy particular department desires or needs will be funded by the department. If re-keying is required by the re-assignment of facilities or the need to update an antiquated keying system, funding responsibility will be assumed by the Facilities Management Department.
5. Adjunct faculty, and part time employees will not be approved for keys unless written

justification accompanies the key request form. Departments with numerous adjunct instructors are encouraged to use real estate type key boxes for office and classroom keys. Upon request, of the department, Facilities Management Department shall supply and install key boxes. Department Heads may pick up keys for adjunct faculty but will be required to turn them in when the adjunct's employment is terminated.

6. All extra keys for new desks and filing cabinet should be forwarded to the Facilities Management Department for indexing and a pattern key. Duplicate keys are available upon request. Replacement of desk locks, filing cabinet locks, etc. should be requested through School Dude.
7. All key requests including swipe card access shall be submitted through School Dude using a Key Request Form. Forms are available on SCF Connect, Employee Tab, Facilities Management Channel, and are submitted under the 'Key & Lock' icon. Once approved, an email shall be sent to requestor with instruction for receiving the key. A photo ID is necessary to obtain the key.
8. The Human Resources Employee Separation Check List includes return of keys before final pay can be processed for individuals processing out of the College. HR must verify with Facilities Management Department that all keys have been returned.