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. Security maintains access to all classrooms and buildings as per their published schedule. In addition, Security is available to provide access outside normal access hours.

3. In an effort to reduce potential breaches of security, keys shall only be issued as approved by your supervisor and the VP responsible for your 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 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 and students 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, 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 employment is terminated.
6. All desks and filing cabinets should be purchased through the Interior Designer Coordinator in facilities, however if purchased otherwise the user should forward one of the keys to Facilities Management Department for indexing as a pattern key. Duplicate keys are available upon request. Replacement of desk locks, filing cabinet locks, etc. should be requested on the standard work order form and will be provided.

7. All key requests including key card access shall be submitted through Banner to the Facilities Management Department. Once approved, an email shall be sent to requestor with instruction for receiving the key.

8. The HRO check out procedure includes return of keys before final pay can be processed for individuals processing out of the College. HRO must verify with Facilities Management Department that all keys have been returned.