



## Key & Lock Policy

### **PURPOSE and SCOPE**

A key control system involves the issuing accounting and collecting of keys so that employees will have the proper keys to access needed areas, but *only* these areas. The objective is to have employees carry as few keys as possible while maintaining the integrity of the system. This policy is established to regulate issuance, accounting and return of all keys under the master keyed system utilized by Huntington University to control access to all facilities. As enrollment grows and campus facilities expand it is very important to maintain a strong key control system. The system plays a major role in protecting students, employees and visitors.

#### **A. Authority and Responsibility for Procedures**

The Director of Physical Plant is authorized to initiate, through the VP for Business & Finance; procedures needed to implement this policy. The Director of Physical Plant is responsible for maintaining all key and core records, cutting keys, combining cores, providing all office forms used for the system and issuing periodic reports as required.

#### **B. Authority and Responsibility of Key Recipients**

Individuals having custody of University keys are authorized to use them for access to their work areas. They are responsible for reporting lost keys immediately and for returning keys to the Office of Physical Plant when they are no longer needed.

#### **C. General Conditions**

Locks having the capability of being combined to the University master system will secure all University property except office equipment. The Director of Physical Plant must approve any exception.

Individuals assigned custody of departmental keys may request and receive more than one key to a particular area. All other personnel are limited to one key per room or area. Examples of department keys: Residential Directors, Division Chairs, Faculty or Staff responsible for student workers.

#### **D. Sanctions**

Failure to report lost or stolen keys or possession of a duplicated or unauthorized key may result in appropriate disciplinary action.

## **KEY CONTROL PROCEDURES**

### **A. Key Requests**

Access will be given only to areas where need can be demonstrated. All requests for keys must be made in writing or email and must include a justification for access into each area for which a key is requested. Such justification could include but not be limited to the following: *work necessities; assigned office; assigned laboratory; areas of responsibility (department chairman – access to entire department area).*

### **B. Process to Obtain a Key**

Send key request in writing or by email to the Director of Physical Plant along with appropriate approval (see table below). If the request and approval is in order, the key will be issued from the Office of Physical Plant located in the Maintenance Building.

Residence students should obtain their room keys from their Residence Hall Directors and if they lose or damage a room key they should request a replacement key from their respective Residence Hall Directors. The Residence Hall Directors will obtain replacement keys from the Director of Physical Plant.

### **C. Key Levels & Approval Required**

*Key levels are identified as the following:*

| <b><u>Key Levels</u></b>             | <b><u>Key issuance approval required of</u></b> |
|--------------------------------------|---|
| <b>Control Key</b>                   | V.P. Business & Finance                         |
| <b>Grand Master</b>                  | V.P. Business & Finance                         |
| <b>Building Master</b>               | V.P. Business & Finance                         |
| <b>Building Sub-Master</b>           | Senior Leader for area                          |
| <b>Departmental keys</b>             | Senior Leader for area                          |
| <b>Individual keys</b>               | Department Head                                 |
| <b>Adjunct/Part time instructors</b> | V.P. Dean of College                            |
| <b>Student Assistants</b>            | Department Head                                 |
| <b>Residence room keys</b>           | Residence Directors                             |
| <b>Contracted Services</b>           | Director of Physical Plant                      |
| <b>Conference keys</b>               | Director of Auxiliary Services                  |

### **D. Process to Return a Key**

All keys issued to an employee or student is property of Huntington University and must be returned to the Director of Physical Plant. Keys no longer used should be returned immediately to the Director of Physical Plant. ***Keys should never be given or loaned to another person.*** Keys that have been issued to an individual are that individual's responsibility and improper use can result in possible sanctions. Improper use of keys severely compromises the integrity of the key control system. ***Remember that the campus key system is in place to not only protect Huntington University property, but also the safety of students and employees.***

### **E. Lost / Stolen Keys**

Any person losing a key(s) must notify Director of Physical Plant immediately to ensure against compromise of the system. Notification should be made by telephone, in person or by email. Departments will be responsible for the costs incurred to re-secure their area if a departmental key is lost.

**F. Replacement Costs**

A fine of \$25.00 will be charged for each key that is lost/stolen. If a key breaks or is damaged bring it to the Director of Physical Plant and it can be traded for a replacement at no charge.

While the cost to replace the physical key itself is minimal, the replacement cost of the key does not begin to cover the value of the property that a key/core system protects. A single key to a computer lab on campus is worth the replacement costs of the properties in that particular room. Likewise a single resident hall room key has equal or more value depending upon the type of damages incurred, in the case of a residential facility the damages can be much more than just property. Everyone entrusted to obtain and carry keys to campus facilities needs to realize how important each key is.

**G. Ownership of Keys**

All keys remain the property of Huntington University. Some Huntington University faculty and staff will have keys issued to them for the purpose of having students use them to access to some campus facilities. A designated person in each department will be responsible for the keys that are used by students and their authorization implies their assumption of responsibility for the student and any problems that might arise as a result of the student's negligence while in the facility. It is also the designated person's responsibility to recover these keys when a student is no longer on campus. These keys will be the sole responsibility of the Huntington University employee and if these keys are lost or stolen the employee will assume the key control fine for each missing key.