

SUBJECT: University Issuance and Control of Keys	Effective Date: 3/30/2016	Policy Number: FSP 2016 FS0006	
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	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to anyone issued university keys: university employees, students, volunteers, and companies working on campus who require access to specific job sites.

POLICY STATEMENT:

Employees, students, volunteers, contractors, and vendors requiring access to university buildings and grounds may be granted access to university keys. This policy identifies the process used to request keys, and the responsibilities of those who are granted access. Violations of this policy may result in the loss of privileges afforded. Employees determined to have violated this policy may be subject to disciplinary action up to and including termination of employment.

DEFINITIONS:

Building Master Key: A key that allows entry or the ability to lock any lockset in a specific university building

Building Sub-Master Key: A key that allows entry or the ability to lock any lockset in a suite within specific university building

Departmental Lock Box: A device used to secure departmental keys

Electrical/Mechanical Room Key: A key that allows entry or the ability to lock any electrical/mechanical room in any university building

Great Grand Master (GGM) Key: A key that allows entry or the ability to lock any lockset in the university's key system

Housekeeping Closet Key: A key that allows entry or the ability to lock any janitorial room in any university building

Key Manager/Security Access Representative (KM/SAR): An A&P or USPS employee who manages the key request process and maintains key records for his or her department or area. KM/SARs are appointed by a dean, director, or chair, in writing, to Facilities and Safety's Work Control Center.

Room (space) Key: A key that allows entry or the ability to lock a specific room within a university building

University Key: A piece of shaped metal that is inserted into a lock or swiped through a magnetic device to open or close the locking system

University Key System: A proprietary mortise and lock system or electronic locking device owned by the University of Central Florida

POLICY:

All key requests must be submitted on the official Key Request Form and obtain the appropriate approvals for the level key access requested. Facilities and Safety will process all key requests, transfers, replacements, and returns. Any other method of key duplication or lock rekeying is prohibited.

Any request for lock rekeying must be submitted in writing, with justification, to the Associate Vice President, Administration and Finance (Facilities and Safety) (AVP). Approval is required by both the AVP and the Chief of Police.

Employees may be issued keys to their workplaces. (NOTE: GGM keys will now be issued to departments, rather than to individuals.) All keys carry a marking to identify the person to whom they have been given. As key holders, individuals must not give away, loan, or swap keys with others, and will notify the UCF Police Department immediately if a university key is lost or stolen. Lost or stolen keys will not be replaced until a report has been filed with the University Police.

Upon separation from the university, employees will return all keys that they were assigned.

Keys are typically not issued to students or student employees. A dean, director, or department chair may authorize temporary key access to a student employee within a department, through the KM/SAR, and will assume responsibility for its use.

Key requestors will submit Key Request Forms to their KM/SARs, who will then submit it to the appropriate dean, director, or chair for approval. If approved at departmental level, see chart below to determine required levels of approval. The KM/SARs will maintain departmental records of all keys issued.

KEY LEVELS AND AUTHORIZATIONS:

Key access is granted as follows:

Key Type	KM/SAR	Dean, Director, or Chair	Director, Facilities Operations	CS&T	Associate Vice President for Admin and Finance (F&S) (AVP) and Chief of Police
Great Grand Master	X	X			X
Building Master	X	X			
Building Sub-master	X				
Room (space)	X				
Electrical/Mechanical Room	X		X		
Housekeeping Closet	X		X		
Telecom	X		X	X	

CHARGEABLE/NON-CHARGEABLE KEY ISSUES

- New keys will be charged to the requesting department at a cost of \$17.00 each.
- Worn keys will be replaced at no charge. The original key must be returned to the Facilities Operations Key Shop via the Work Control Center.
- Replacement of lost or stolen keys or failure to return assigned keys will result in charges to the key holder’s department. Replacement requests for lost or stolen keys are submitted to the KM/SAR using the Key Request Form. For a lost GGM or Building Master key, the KM/SAR must immediately notify the FO Key Shop. Lost GGMs must also be immediately reported to UCF PD, and police report must be filed. GGM keys that are lost or stolen will be replaced only when a copy of a UCF police report has been emailed to the WCC (wcc@ucf.edu).
- The department will be charged for replacement keys. Costs are as follows:

Type of key	Replacement Cost
Great Grand Master	Actual cost incurred to rekey five buildings to a new zone key
Building Master	Actual cost incurred to rekey building
Building Sub-Master	Actual cost incurred to rekey area
Room (Space)	\$25.00
Electrical/Mechanical Room	\$25.00
Housekeeping Closet	\$25.00
Telecom Room	\$25.00

- Key control will be facilitated through the use of an electronic identification control system approved by the AVP. Key boxes that are not approved by the AVP are prohibited. If unapproved key boxes are found, they will be removed.
- Students who fail to return keys will have a hold placed on their student records.
- The Facilities Operations Key Shop will maintain employee key records in its database, and provide KM/SARs reports of key records, grouped by department, as requested.
- For short-term or temporary building access, departments may retain duplicate check-out keys in a secured area approved by the AVP. Responsibility for security of these keys, as well as for establishing a sign-out procedure to track the location of the keys, remains with the department. These key storage areas will be subject to audit by the Facilities Operations Key Shop personnel.
- The person being assigned a key must pick up the key in person. Only under extreme circumstances will there be exceptions to this rule.
- All keys must be picked up from the WCC within thirty (30) days, or the request is void and a new Key Request Form will need to be submitted.
- University keys must be returned when employees separate from the university, transfer departments, or change room assignments. A Key Receipt will be issued by the WCC when the keys are returned.
- Rekeying of a building or group of rooms may result in employees being required to exchange an old key for a new one. Departmental KM/SARs will assume responsibility for collecting old keys before employees receive new keys. Old keys should be returned to the WCC.

CONTRACTOR KEY AGREEMENT:

- If it is determined that a contractor or vendor requires university key access, he or she must submit a Key Request Form, with an original Key Request Letter attached.
- If approved, the contractor or vendor will receive a PIN and/or key card which grants him or her access to the appropriate key locations in the WCC Traka box.

RECORDKEEPING AND AUDIT:

Facilities Operations will periodically perform physical inventories of keys, including department lock boxes. Keys found missing at that time will be subject to charges as listed above.

POLICY VIOLATIONS:

Violations of this policy include, but are not limited to, the following:

- Loaning a university key to another individual;
- Obtaining and issuing a university key without authorization;
- Unauthorized duplication of university keys;
- Damaging, tampering, vandalizing, altering, or modifying university access devices, hardware, locks, or other access mechanisms;
- Installing or causing to be installed an unauthorized locking mechanism on university spaces (e.g., offices, labs, etc.);
- Propping doors open to avoid the use of access devices;

- Admitting unauthorized person(s) into a building;
- Failing to return a university key when requested by Facilities & Safety, the KM/SAR, or upon leaving the employment of the university; and
- Failing to report missing university keys.

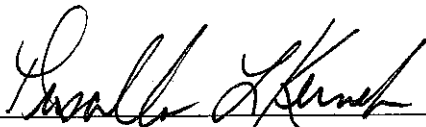
NON-UNIVERSITY LOCKS

- No lock may be installed on a university building or property without prior approval from Facilities and Safety. Locks installed without prior approval will be removed at the department's expense.

FORMS

Key Request Form: <http://fo.ucf.edu/sites/default/files/pictures/UCFKeyRequest.pdf>

Key Request Letter: <http://fo.ucf.edu/sites/default/files/pictures/KeyRequestLetter.docx>

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	3/30/16