



*Office of Facilities Management
Facilities Operations and Maintenance*

Procedure Title: **Key Control Policy**
Effective Date: February 27, 2010
Last Review Date: November 11, 2016

I. Purpose

The Facilities Operations and Maintenance Department is charged with and is accountable for the issuing of keys in accordance with this policy to ensure the security of the campus. Deviation from this policy shall not occur without prior written approval from the Vice President of Administration and Finance.

This policy does not cover the issuing of access cards and data download onto access cards.

II. Policy

A. Requesting department's responsibility and accountability.

1. Each department shall designate a Key Coordinator and alternate Key Coordinator for their department. Both shall be full time state employees.
2. The Key Coordinator shall have the responsibility of maintaining all records associated with keys issued to personnel in their department. All key requests will be submitted by the department's Key Coordinator.
3. Each department is accountable for each key issued to their personnel.
4. All lost keys shall be immediately reported to the Associate Director of Facilities Operations and Maintenance.
5. Departments that have lost keys will not be issued immediate replacements until all security exposures have been resolved.

B. Department Key Coordinator Responsibilities

1. Maintain adequate and correct records at all times accounting for all keys issued to the department and the department's employees.
2. Have all employees sign for the receipt of any key(s) using the K-1A (standard keys) or K-2A (building or grand masters) forms and providing a copy to the Central Key Coordinator (Associate Director of Facilities Operations and Maintenance).
3. Collect and return all keys from employee(s) leaving the department.
4. Remove key(s) from the employee(s) records when returned to the department and provide a copy to the Central Key Coordinator.
5. Only issue keys to employees in your department.
6. Return all obsolete keys to the Central Key Coordinator. Returned keys will be removed from the department's inventory.
7. Prior to a department Key Coordinator leaving a department, he/she should inform the Central Key Coordinator in writing. The Central Key Coordinator will arrange a joint audit to transfer total responsibility and accountability for the department's keys from the existing department Key Coordinator to the newly appointed department Key Coordinator or alternate department Key Coordinator.
8. Keep alternate Key Coordinator current.



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9. Report any lost or stolen keys immediately to Public Safety and the Associate Director of Facilities Operations and Maintenance.
 10. Maintain the security of all keys entrusted to his/her care by keeping them in a locked cabinet.
- C. Central Key Coordinator (Associate Director of Facilities Operations and Maintenance) Responsibilities
1. Investigate all key requests for approval.
 2. Forward all key work requests to the Locksmith.
 3. Notify the department Key Coordinators of any requests that are denied.
 4. Receive all completed key orders from the Locksmith.
 5. Distribute each Building and Grand Master key(s) directly to the recipient, requiring their signature.
- D. Key Request Procedure
1. Requests for keys shall be made through the requesting department's Key Coordinator.
 2. Key Coordinators shall submit a K-1A form for each employee requiring keys to the Work Control Center.
 - a. Identify the person the keys will be issued too including their ID, number.
 - b. The form shall indicate the requesting department, account number to charge to, list building names, room numbers and/or door location descriptions.
 - c. The form must be approved by the Vice President, Dean or Director of the requesting department.
 3. The Work Control Center will prepare a work order for the Central Key Coordinator to approve the cutting of the keys.
 4. All keys are issued by the Facilities Operations and Maintenance Department to the associate the key is being issued to after the form is completed and signed.
 5. Keys can be picked up Monday – Friday 7:30 – 4:00 at the Locksmith's shop in RM 192 located in the Physical Education Complex. Associates picking keys up will be required to show a valid CSU ID card.
- E. Master Keys
1. Due to the high security risks associated with Building Masters and Grand Masters, these keys will not be issued without written approval using forms K-2A
 2. K-2A requires the signature approval of the Vice President of Administration and Finance.
 3. Due to the security nature of Building and Grand Master keys, the Central Key Coordinator shall issue these keys directly to the employee designated by the department's Key Coordinator.



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F. Number of Keys Issued

1. Each department shall keep the number of issued keys to a minimum.
2. Departments that have shifts that require a set of keys shall implement a procedure to transfer the possession of one set of keys from one shift to the other shift.

G. Return of Keys

1. When keys are no longer needed, the department's Key Coordinator shall immediately notify and arrange to return the keys.
2. The Central Key Coordinator will revise records indicating the keys have been returned.
3. Individuals that have been issued Building and Grand Masters are accountable for returning these keys directly to the Central Key Coordinator.
4. Department Key Coordinators shall return the keys of employees that leave Coppin State University or transfer to another department within the University.

H. Charges for Additional Keys and Lost Keys

1. Departments will not be charged for the first new issuance of a key. Any additional keys requested of the same core that is not considered a new issuance will be charged to the requesting department. The expense will be handled internally by the Facilities Business Manager and will charge the expense to the account number provided by the requesting department. The account number will be provided on forms K1 and K2. The key(s) will not be issued until an account number has been provided on the form. The cost breakdown is provided in Section K, Key expenses.
2. If a key is lost the department will be charged for the lost or missing key(s) and the re-coring of all affected doors.

I. Key Generation and Re-coring Locks

1. Reproduction of keys by anyone other than the University's Locksmith is prohibited and a violation of University policies.
2. Re-coring of locks in any area on campus by anyone other than the University's Locksmith is prohibited and a violation of University policies.
3. All such requests shall be made through the department Key Coordinators and performed by the Facilities Operations and Maintenance Department.

J. Key Audits

1. The Central Key Coordinator is required to perform annual key audits for each department.
2. The audit is conducted between the Central Key Coordinator and the department Key Coordinators.



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3. Conclusion of the audit shall result in a Key Control Performance Report. This report is to be issued to the department Key Coordinators, Directors, and Deans.
4. All discrepancies are to be summarized in a letter to the Vice President of Administration and Finance, Chief of Public Safety, and Assistant Vice President of Facilities Management by the Associate Director of Facilities Operations and Maintenance.

K. Additional Key, Lost Key and Re-coring expense.

1. Additional key or lost key replacement..... \$25.00 per key.
2. Core replacement after key loss..... \$75.00 per core.
3. Core replacement after unauthorized access..... \$75.00 per core.

L. Lockouts and opening of doors.

1. Associates that require an interior door(s) opened due to either a lockout or for general access will first contact their immediate Supervisor/Dean/Chair to gain entry. If the supervisor is unable to gain access Contact Public Safety for assistance. For security reasons the Supervisor/Dean/Chair must be present with a current CSU ID to confirm authorized access to the space before the door is opened.
2. It is not the policy for Facilities to open or lock exterior building doors. Contact Public Safety to gain access to a building through an exterior door.

Signature: _____ Date: _____

John C. Barratt
Associate Director
Facilities Operations and Maintenance

Date: _____

Roy D. Thomas
Assistant VP of Facilities Management

Date: _____

Stephen Danik
VP for Administration and Finance

Attachments:

- Form K-1A Standard Area Key Issue
- Form K-2A Master Key Issue