

# **Fort Valley State University**

## **Key Policy and Procedure**

### PURPOSE

The Plant Operation Department is responsible for providing locksmith services to the Fort Valley State University campus by installing, maintaining, servicing, replacing and updating all locks used to secure university facilities and property. This responsibility includes design of lock systems, maintenance and service of locks, issuance of all keys, and maintenance of cores, keys and records. The Plant Operation's Department at Fort Valley University provides key control for university faculty, staff, and students.

### GENERAL PROVISIONS

All keys are issued by the Plant Operation's Key Shop and shall remain the property of the university. No outside locksmith may perform work at the University without the prior approval of the Director of Plant Operation.

Any exemptions, changes, or special provisions to this policy will be made only with the approval of the Director of Plant Operation.

Each building will have a separate building master key with as many sub-masters as necessary to accommodate the different departments within. Only a limited amount of sub-masters will be issued to each building.

All mechanical/equipment and custodial rooms will be keyed separately from the building master.

It is a violation of this policy to attempt or to have any university keys duplicated by anyone other than the Plant Operation's Key Shop. Campus Police has the authority to confiscate any duplicated key(s). Any person in violation of this policy may have their key issuance privileges revoked.

It is a violation of this policy to tamper with, change, add to, or alter any university installed locking system by anyone other than the Plant Operation's Key Shop; this includes the installation of any locking devices or hardware. Unauthorized devices and hardware will be removed by Plant Operation and the department or individual responsible for the room will be charged for all costs incurred.

### NON MASTER KEYED LOCKS

All University facilities, currently equipped with a lock and key system, will be made accessible by the University Master Key and Lock System. Under special circumstances individual rooms

may be keyed separate from a building master key system when requested by the Dean or Vice President and approved by the Director of Plant Operation. No services will be provided to the room or areas. This will include maintenance, custodial, and other such services. In the event that emergency personnel need to enter the room, the department responsible for said room will be charged for any and all damage that may occur when entry is made.

Under special circumstances, individual rooms may be keyed off the university grand master when approved by the Director of Plant Operation. In the issuance of keys, individual University employees will be issued the following: (1) the lowest level key in the system hierarchy that is necessary to provide access required by the individual's position and responsibilities and (2) the least number of keys.

### KEY REQUESTS AND ISSUANCE

Faculty and staff may be issued keys to a university building upon the recommendation of a department chair/director, dean or divisional vice president via a key request form submitted to Plant Operation. No keys will be issued for outside entrance doors.

The form must be filled out in its entirety and then signed by the department chair/director, vice president business & finance, campus police and plant operation. Other signatures may be required as needed.

All incomplete, illegible, incorrect, or unsigned forms will be returned to the requesting department. Departments are encouraged to type all key requests for legibility.

When a key request is received, keys are cut. When the key(s) are ready, the individual to be issued the key will be notified that their keys are ready for pick up. In order to receive keys, the faculty/staff must bring their Fort Valley State University ID card when they pick up the key(s) from Plant Operation's key shop at the Wilson Roberts building.

Records of all keys issued will be kept in a key tracking log and will be maintained by Plant Operation's Key Shop, except those rooms located in Resident Life. Auxiliary Services will maintain their own tracking system of those keys.

### LOST KEYS

The loss or theft of any key must be reported immediately to the key holder's supervisor, Plant Operation and Campus Police Department. Replacement of lost, misplaced or stolen keys will be made in accordance with procedures for original issue. Individuals or departments will be assessed replacement charges for lost keys at the discretion of the director of Plant Operation. The director of Plant Operation will determine re-keying of locks or space at the individual's or departments expense. Repined /replaced key cylinder (lost/stolen/damaged) requests will be assessed a charge of \$25.

## TRANSFER OF KEYS

The transfer of keys between employees or between departments is not permitted. Keys must be returned to Plant Operation's Key Shop for re-issue.

## LOANING OF KEYS

Keys are university property and must be used only for the purpose of conducting university business. Keys should not be loaned to others at any time.

## WORN KEYS

Individuals holding properly authorized keys may exchange damaged or worn keys at the Plant Operation's Key Shop, during normal working hours Monday-Friday 8:00 a.m. - 4:30 p.m. If a key is broken in the lock, please notify Plant Operations immediately for broken key extraction. Key may be replaced free of charge if broken from normal wear.

## RETURN OF KEYS

It is the responsibility of the key holder and the supervisor, dean or vice president and building manager who authorized issuance of the key(s) to assure that all keys are returned to Key Shop upon the key holder's:

1. Transfer to another department;
2. Termination of employment, or;
3. Change of assignment that makes it unnecessary for the key holder to have the assigned keys.

All keys must be accounted for and returned

Deans or building managers will be notified of missing keys or other key discrepancies upon return of keys to the Plant Operation's Key Shop. The director of Plant Operations will determine when re-keying of locks or space is required when keys are not returned or keys are missing.

## CONTRACTOR ACCESS

Keys that are needed by contractors or other non-university users must be authorized by the Plant Operation Director. A Key Request Form must be filled out by the project manager and signed by key recipient for issuance. The project manager will be responsible for making sure that all keys are returned at the end of the project.

### KEY INVENTORY AUDIT

All departments will cooperate with Plant Operation in periodic key audits of their departments. Departments will be notified in advance when their key audit will be conducted. Each key inventory audit will be distributed to appropriate university Vice Presidents for review.

### LOCK OUT PROCEDURE

Campus Police will provide after-hour access for faculty and staff members who need immediate entry to their assigned buildings. Access residences, apartments or any other building or areas owned and controlled by Fort Valley State University is done by the on call lock smith. Faculty and staff should first contact their building manager or dean during normal work hours. After hours calls should be directed to the University's Police Department at 478-825-6211.