

ADMINISTRATIVE REGULATIONS
Key Control
Board Policy Number 3430

1. **Hours of Operation:**

Monday – Thursday	7:30 a.m. to 10:00 p.m.
Friday	7:30 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 1:00 p.m.

Buildings and general classrooms will be opened before classes begin and close no later than 30 minutes after classes end. On Saturdays only those buildings and classrooms used for classes will be opened and closed according to the Facilities schedule.

2. **Definitions**

- a. Key Control Manager: The Director of Facilities Services will manage the keying and card access systems and be responsible for issuing, recording, and recovering keys and access cards in accordance with these regulations.
- b. Central Key-Control File: Records maintained by the Director of Facilities Services identifying keys by number and function and listing personnel issued keys and access cards.
- c. Key Control Methods: Methods used by the Director of Facilities Services to assure authorized employees access to all instructional and work areas. The names of all persons issued keys, key numbers and access cards will be recorded.
- d. Keying System: Numerical combinations, which can be used to extend or limit the variety of keys, an individual or a division can use.
- e. Card Access: Coded cards that may be used for added control and security in designated areas instead of or in addition to key access.

3. **The Director of Facilities will be responsible for:**

- a. Creating a keying system and card access system which will ensure security and reasonable convenience to staff occupying buildings or facilities.
- b. Maintaining the central key-control file and up-to-date records of keying systems and card access control.
- c. Issuing all keys and access cards.

- d. Securely storing all unassigned keys and access cards.
- e. Performing all lock work except that required under construction contracts.
- f. Coordinating lost key records with the College Police Department.
- g. Annually furnishing the budget center managers a listing of key and card holders in the budget center by name and key and card number.
- h. Recovering all keys and access cards from personnel who are terminating or transferring to another office.
- i. Coordinate with Office of Human Resources to determine employment status of key or card holders.
- j. Send a copy of key procedures to all employees annually.

4. **Individuals to whom keys or access cards have been issued are responsible for:**

- a. Signing a key-issuance record.
- b. Maintaining security of any key or access card issued.
- c. Reporting loss or theft of keys or access card to the Director of Facilities or College Police.
- d. Equipment and supplies protected by that key or access card.
- e. Turning in key or access card when terminating employment. Final remuneration may be held until key record is cleared.

5. **Special Security Keying and Changes of Keying**

- a. Special security areas such as the bookstore, data processing center, computer labs, control booths, administrative offices, and the anatomy lab will be keyed with special security locks or card access. Other areas may receive special security locks if approved by the President.
- b. No individual or privately owned locks or keys may be used for space control. Unauthorized locks will be removed.
- c. Areas with special security keying or card access will need to make special arrangements for custodial and maintenance services.

6. Key Distribution

<u>General Access</u>	<u>Authorized Employee</u>	<u>Authorized By</u>
a. Grand Master	Key Administrators Emergency Response Personnel Service Personnel (Day use only)	President Dir. Of FS President

b. Bldg/Area Master	Deans and Assoc. Deans	President/VP
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<u>Restricted Areas</u>	<u>Authorized Employee</u>	<u>Authorized By</u>
a. Data Processing b. Bookstore c. Special Labs d. Control Booths e. Miscellaneous	Employees requiring keys to their work areas.	VP/Dean

<u>Faculty/Staff Areas</u>	<u>Authorized Employee</u>	<u>Authorized By</u>
a. Offices b. Labs	Employees requiring keys to their work areas.	Appropriate Div. Chr., Dir. and/or Supervisor
c. Workrooms d. Storerooms		

<u>Public Areas</u>	<u>Authorized Employee</u>	<u>Authorized By</u>
a. Classrooms b. Lobbies c. Lounges d. Restrooms	Service personnel to open/ close and clean.	Director of Facilities

<u>Service Areas</u>	<u>Authorized Employee</u>	<u>Authorized By</u>
a. Equipment Room b. Custodial Closets	Service personnel to open/ close and clean.	Director of FS

7. **Procedure for Obtaining and Returning Keys**

- a. Employees must sign a key-issue record for keys or access cards received. The Director of Facilities Services will maintain a record of key and card issues by name and key or card number.
- b. When keys or access cards are returned, the Director of Facilities Services will note on the record and issue a receipt to the employee.

8. **Transferring Keys**

An employee transferring to a different work location must turn in the key to his or her former work site to the Director of Facilities Services. The Director of Facilities Services will, if required and approved, issue a key for the new work location.

9. **Loss or Theft of Keys or Access Cards**

- a. Loss or theft of keys or access cards must be reported as soon as possible to the College Police Department and the Director of Facilities Services as well as the supervisor.
- b. The employee will submit in writing a summary of the events surrounding the key or card loss and submit to the Director of Facilities Services for review before any new keys or cards are reissued.
- c. The Director of Facilities Services will note on the key records the loss of the key, the key holder's name, the key number, and date.
- d. Negligence in loss may result in assignment of personal financial responsibility to re-establish keyed security.

10. **Request for Rekeying and Lock Changes**

- a. All requests for rekeying and lock changes must be submitted in writing to the Director of Facilities Services for review and authorization.
- b. The Director of Facilities Services will coordinate all rekeying and reissuing of keys or access cards.

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