

LAMAR UNIVERSITY

SECTION: Facilities Management
AREA: Facilities

Number: 09.04.03

SUBJECT: Key/Access Card Control

I. PURPOSE

This policy outlines policies and procedures for ensuring safe/effective entrance to university buildings and rooms. Safe/effective entrance is ensured through continual building maintenance and issuing and controlling keys and electronic access control cards (access cards) for campus facilities. This policy should ensure effective key/card access to provide security for our buildings and for the personnel housed or working in these buildings and property.

II. DEFINITIONS

- A. Approver: The authorizer is the approved next level supervisor who has the authority to grant key/card access to an individual requesting key/card access. (On some occasions, the approver may be a peer or other title over an area or building and not necessarily a next level supervisor.)
1. Grand master key must approved by the President or his designee. This key may be used to open most or all of the doors in several buildings that are on that keyway. This key does not open doors that are "direct to control". The decision to make an area "direct to control" is authorized by the President
 2. Direct to control grants access off of the master, or off of the grand master and must have the President's signature. (example given, Data Center for IT)
 3. Master key approval is approved by the signature from a Vice President/Dean/AVP. This key grants access to doors in a building(s) or one building. This key is sometimes considered to be a building key on other universities.
 4. Building and suite approval is granted by the signature from a Vice President/Dean/AVP, who has the authority over that building. This key grants access to a particular building and/or suite.
- B. Access Cards: Access to a door other than the use of a traditional metal or brass key.
- C. Key: Metallic, or brass door key that opens traditional doors in buildings, offices, and suites.
- D. Key/Card Access Request Form: Form used to document who is requesting keys/card access and to where. This form is also used to obtain authorizing signatures and obtain the signature of the person receiving keys.
- E. Requester: Person requesting to receive keys, and/or card access. This person must sign for keys when received.

III. POLICY ROLES AND RESPONSIBILITIES

A. Facilities Management administration is responsible for the following:

1. Maintaining, updating and auditing the Facilities Management entry point database consisting of:
 - a. Department key control manager information
 - b. Key/access card issue and return records
 - c. Campus key systems
 - d. Door and lock assembly information
2. Fabrication and issue of all keys to University representatives.
3. Storage and security of all keys in the key shop located in Combs Hall
 - a. Duplicate keys for all buildings and doors are maintained in LUPD for back-up and authorization issuance. All keys/access cards issued from LUPD will be returned at the end of the day.
4. Remote storage of keys may be approved providing that the key storage units meet the following criteria:
 - a. Must be approved by Facilities Management
 - b. Location must be alarmed and key storage unit must have real time monitoring.
 - c. Must be located within a secure University occupied structure.
 - d. Keys shall be returned to a secure key storage unit at the end of day/shift.
 - e. Keys must be inventoried daily when building is in use.

B. Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Deans, Directors, Department heads, Managers, and other supervisors, are authorized to grant key/card access, in their area of responsibility, to maintain the functions of the university and in accordance with the key/access Card policy. (Example given... "A Dean of Graphic Arts in Building A has the authority to grant access to Building A, to an employee of Graphic Arts if that employee works in Building A. That Dean may also grant access to a person in the Graphic Arts department in Building B, if Graphic Arts has programs or labs in Building B". The Dean of Graphic Arts may not grant access to an employee in Building C, if Graphic Arts does not have labs or programs in building C). In addition to employees, others who are affiliated with a University-sponsored program or in a contract relationship with the department may be issued keys or access cards as approved by the department head, and within the policy within this document. (Example given... The Contracted Elevator Mechanic has keys to each building and elevator control room, where passenger and freight elevators are installed.)

1. The individual to whom the key/access card was issued must assume fiduciary responsibilities for safe keeping of keys/access cards and for the buildings and rooms secured by the keys/access cards. If additional keys/access cards are maintained by the department, the department head to whom the keys were issued must assume fiduciary

- responsibilities for safe keeping of keys/access cards and for the buildings and rooms secured by the keys/access cards.
2. Individuals and department heads must maintain accurate inventory records of all keys and access cards issued to the department for daily issuance to student workers and contractors. The records must include the total number and types of keys and access cards issued by Facilities Management, the total number and type of keys and access cards assigned to each individual (including the individual's signature and dates of issue, return, or loss), and the total number and type of keys and access cards unassigned.
 3. The department head should assign one person the responsibility to maintain key and access card inventory records and manage the physical inventory of keys and access cards. The name and contact information of the assigned person, their backup, and any changes in this capacity, must be sent to Facilities Management.
- C. Individuals must report loss (including the failure of transferred or terminated employees or associates to return keys and access cards issued to them) or theft of keys and access cards to Facilities Management as soon as possible.
1. Loss of keys by an individual may require a door or building to be re-keyed to maintain safe/effective security and key control. It may become necessary to re-key doors or entire buildings if keys are lost, when that loss of a key or sets of keys threatens the safety and/or security of persons and/or buildings.
 2. Loss of an access card must also be reported immediately to Facilities Management personnel to initiate the disabling of that card.
 3. All keys and access cards must be recovered from students, faculty, staff, and affiliates who no longer need access to secured areas.
 4. Departing employees must return assigned keys/card access to Facilities management as part of the "Exit Checklist" with Human Resources on their final day of employment.
- D. Facilities Management key control will periodically conduct audits of individual and departmental key and access card control records and inventory (3 years). Departmental key and access card records are maintained on individuals and each key issued to each individual.
- E. Internal transfer of keys/card access is not permitted. Departments should not accept keys and reissue them when one employee leaves and another is hired. An approved key form must be provided before keys/card access is granted.
- F. Authorization Levels
1. The President must approve grand master level issuance for keys/card access.
 2. The Vice President and or Dean/Associate Vice President must approve building master level and suite issuance for keys/card access.
 3. The Chair or Department Head must approve interior door level issuance of keys/card access.
 4. Lock change-out requests must be approved by the Vice President and or Dean/Associate Vice President. In some cases departments may be required to pay for the change of locks for a program.

5. Individuals or departments may have to reimburse the University when cards or keys are lost.

a. Access Cards	\$10.00
b. Grand Master Key	\$500.00
c. Master Key	\$100.00
d. Suite Key	\$30.00
e. Office Key	\$5.00

Responsible Party: Associate Vice President for Facilities Management

Review: Every three years on or before January 31