KEY BANK PROCEDURES

PURPOSE
To specify the policies and procedures for requesting keys for access to authorized personnel. To issue keys to authorized personnel.

BACKGROUND

DIFFERENCES

DEFINITIONS

Authorized Personnel – The department head will determine who is authorized to have a key. The associate dean or intermediate manager will review the request for accuracy, completeness and verify the need for the key requestor to have a key. The Dean or Director of the department will be the final approving authority for keys issued in their area.

University Keying System – Refers to several security levels of keys that are usually able to operate a single lock.

Approving Authority – The Director of Plant Operations and Maintenance or his designated representative in coordination with the head of that building or access area, will approve or disapprove the issuance of all sub-master, building master, or grand master keys. This authority is also used in the installation of new and/or additional locks.

Best Access System (Keystone 600) – A master keying system that is used by Florida A & M University.

Control Key – The control key inserts and removes the interchangeable core in and from a cylinder. The control key has the same security level as a grandmaster and must receive the same level of protection.

Grandmaster Key – Operates all locks in a master key system (unless locks are specifically excluded from the grandmaster; for example a cash box, hazardous waste areas, drug cabinets, etc.).

Building Master Key – Operates all the locks in a building (large group of locks).

Sub-master Key – Operates a smaller group of locks under a master group such as a floor, suite, or a department within a building.

Individual Keys – The lowest level key. Operates only one lock or keyed alike group of locks.

Special Access – Access is granted to university employees of the Plant Operations and Maintenance (POM) Department, University Police Department and Environmental Health and Safety who require access to all areas of the University in order to fulfill assigned responsibilities.

Key Manager – A key manager is a person or persons appointed by the President, a Vice President, Dean, Chairperson, Department Director or their designee, of a particular area to authorize the issuance of keys for spaces assigned to an account. The key manager must be authorized to sign for budget expenditures from the budget entity represented. It is the responsibility of the key manager to inform key-holders of their responsibilities for ensuring that keys are safeguarded, properly used and returned to the Key Bank upon request of the issuing authority. If a key-holder loses or fails to return a key when requested, the department must inform the FAMU police department. An investigation must be conducted to establish the facts and circumstances surrounding the loss, stolen or unwillingness of the key holder to return his/her key(s). The Plant Operations and Maintenance department will assess a fee for the cost of re-
keying to re-establish security of the area compromised. The Key Bank must be notified in writing when there is a change in the key-holder.

Key Bank Responsibilities – All keys and locking devices will be issued and installed by the POM Department. The Key Bank will be responsible for the management of the University Keying System. This responsibility includes:

a. Controlling the production and issuance of keys.
b. Acquisition of new keying systems.
c. Maintenance of accurate records, and adherence to key issue authorization listing provided by the authorities specified in this procedure. Designated authorities will be charged for replacing keys and locks, re-keying locks, or for other expenses incurred as a result of a loss or inappropriate use of keys issued.

PROCEDURE

76. Key Request

a. A Key Request Form must be submitted to the Service Response Center, or Key Bank.
b. The key request can be mailed, hand delivered, or faxed.
c. There should be only one key request form for each key.
d. The Key Request Form will not be issued a work order until the Key Bank operator has reviewed the key form for completeness and processed it through the Key Bank office.

77. Source and Duplication of Keys

a. Keys for the University Keying System may be obtained from the Key Bank located in the POM department.
b. Keys for the University Keying System will not be produced, duplicated, or obtained from any source other than the University Key Bank.

78. Issuance of Keys

a. All keys will be issued from the POM department between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.
b. A properly completed Key Request Form must be presented to the Key Bank operator along with identification that verifies the name and social security number of the person to whom the key will be issued.
c. The designated university official as specified in this procedure must sign the Key Request Form.
d. The department will not issue keys to students, OPS or part-time employees unless authorized per this procedure.
e. Keys should be issued to university employees on a need for access basis only.
f. Departmental authorities should require employees who terminate their employment with the university or no longer require access to return key(s) to the Key Bank.

79. Issuance of Keys to Individuals not Employed by the University

a. Individuals not employed by the university should be escorted by and authorized representative for that particular area. A key may be issued to an individual who is not employed by the university only when all efforts have been exhausted to escort, or access granted by the key manager. Examples: Facilities Planning or Plant Operations and Maintenance should provide Contractors working on campus access. Auxiliary Services should provide vending machine representatives access.
b. The Key Request Form will indicate the budget account, the name of the intended key-holder, the department name and be signed by the proper authority.
c. A specific key return date must appear on the key request form and the key must be returned to the Key Bank on or before indicated return date.
d. The key must be re-issued requiring completion of a new key request one year from date of issuance.

80. Return of Keys

a. Keys must be returned upon termination of employment.
b. Keys must be returned upon change of office space.
c. Keys must be returned upon discontinued use.

81. Lost/Stolen Keys
a. A key-holder who loses a key must promptly report the loss to the proper department head, assistant department head or Dean.

b. The department head, assistant department head or Dean should in turn immediately report the loss to the University Police Department and to the University Key Bank.

c. The replacement of lost/stolen keys requires preparation of a new Key Request Form and a copy of the police report of the facts and circumstances surrounding the lost or stolen key(s).

82. Re-Keying

a. Locks may be re-keyed to re-establish security.

b. Request for these services are to follow the same procedure as Key Request.

c. The department of the key-holder will cover the cost of the re-keying.

d. If a key-holder fails to return a key when requested by the department, the department must have the affected area re-keyed.

e. The department representative should contact the university controller’s office to determine the procedure that will affect such changes.

f. The POM department shall prepare a schedule of estimated charges that may be used for this purpose.