



Key Policy

Approved By: Vice President for Finance and Administration	Date of Next Review: November 2006
Date Approved: November 5, 2004	Related Policies: ORS 351.070
Revised: November 4, 2004	Contact Officer: Director of Facilities Management and Planning

A. Purpose

1. The purpose of this policy is to establish and implement procedures for lock and key control of University facilities, to assign responsibility for authorizing the issuance of keys, and to implement procedures for the control of keys.
2. Through this policy the institution seeks to achieve maximum security for all University property and for all persons relying on building locking systems for their safety.

B. Definitions

1. *University*: Southern Oregon University.
2. *Facilities*: University building, room, or area to which access is controlled by a key or by a device restricting access.
3. *Restricted Facilities*: University building, room, or area to which access is controlled by a department head and for which special arrangements for access must be arranged through the department head.
4. *Equipment*: all of Southern Oregon University property protected by a lock or security device including all University-owned vehicles and maintenance equipment.
5. *Key*: Any device used to gain access/entry to any University space or equipment, including, but not limited to: mechanical keys, fobs, card access, lockboxes, combination-locks, or any specialized manual/mechanical or electrical push button locks with or without key over-ride.
6. *Key holder*: person to whom keys are issued.
7. *Terminating employee*: An employee who either leaves the employment of SOU or who transfers to another department within the University.
8. *Grand Master Key*: opens all doors in two or more University buildings.
9. *Building Master Key*: opens all doors in a University building.
10. *Sub-Master Key*: opens more than one door in a portion of a University building.
11. *Change Key*: opens a door within a University building.
12. *Outside Door Key*: opens an exterior door of a University building.

C. Policy

1. The director of the Facilities Management and Planning Department administers this policy under authority delegated by the vice president for finance and administration, which includes the authority to deny the issuance of any key.

2. The University Facilities Management and Planning Department is the sole source for duplicating and manufacturing keys to University facilities and equipment. The Facilities Management and Planning director has discretionary authority for delegating responsibility for duplication and manufacture of keys.
 - a. New buildings and facilities are keyed under the technical direction of the Facilities Management and Planning Department locksmith. All new locking hardware and the re-keying of all existing locking and security hardware is the responsibility of the Facilities Management and Planning Department lock shop.
 - b. Where practical, multiple keys to the same lock are serially numbered.
 - c. Commercial locksmiths are prohibited from working on University facilities and equipment except as directed by the director of Facilities Management and Planning.
3. Department heads are responsible for all keys issued by their department to employees and students and for maintaining accurate records of all issued keys.
4. Facilities Management and Planning issues quarterly reports on departmental key activity and building key activity to the department heads and building managers, respectively.
5. ***Access to Restricted Facilities***
 - a. Department heads must provide the director of Facilities Management and Planning a memorandum of justification and reasons for designating a facility or portion thereof as restricted. The memorandum must list the names of individuals who are authorized to possess keys. The director of Facilities Management and Planning provides the director of Security and the Facilities Management and Planning Department lock shop with copies of the correspondence and a list of those with authorized access.
 - b. The department head is responsible for ensuring that prompt escort service is provided to non-key-carrying persons who have legitimate reasons to enter the restricted area. Department heads are financially responsible for damage to facilities and equipment caused by delayed access to restricted areas.
 - c. The Facilities Management and Planning Department director is authorized to issue keys to Facilities Management and Planning employees who must enter restricted spaces in order to perform their duties when the regularly assigned user of the space is absent. At the request of a building manager, the Facilities Management and Planning director furnishes a list of Facilities Management and Planning employees with access to the affected building or spaces therein. To minimize risk of damage or loss due to cleaning and/or maintenance activities, it is recommended that building occupants store sensitive items in locked desks, filing cabinets, or cupboards. Keys to such equipment are not issued to Facilities Management and Planning Department employees except at the specific written request of the department head and building manager.
 - d. Access to utilities areas is restricted to service and operating employees of the Facilities Management and Planning Department. Department heads, directors, or building managers who believe they require access to these spaces provide written request to the Facilities Management and Planning director.
6. Persons to whom keys are issued are prohibited from duplicating or loaning those keys to any other person.

7. Employees violating the University key policy are subject to disciplinary action including ineligibility to possess University-owned keys and up to termination of employment. Students violating this key policy are subject to disciplinary actions as described in the Code of Student Conduct.
8. This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective upon approval.

D. Procedures

1. The Facilities Management and Planning Department issues keys to eligible employees, students, and to temporarily authorized persons on a need to have basis. Only one key type or numbered key is issued to any one person. Exceptions can be requested through the Facilities Management and Planning lock shop and are approved by the Facilities Management and Planning Director.
2. Change keys are not issued to any individual who has been assigned a master key that provides access to the same area.
3. **Obtaining Keys**
 - a. Submit a completed key request card to the Facilities Management and Planning Department at 351 Walker Avenue. The Facilities Management and Planning Department keeps key request cards and keys for 30 days. If the keys have not been picked up during that time, the key request card is voided.
 - b. The lock shop processes key requests within 24 hours or advises the department if additional time is required. Keys are issued at the Facilities Management and Planning Department and only to the requestor.
 - a) The key holder signs the key request form acknowledging receipt and personal responsibility for the keys.
4. **Lost Keys**
 - a) Key holders must promptly report lost keys to their department head, building manager, Security Department, and the Facilities Management and Planning Department lock shop.
 - b) Immediately following the report of a missing key, the Facilities Management and Planning lock shop evaluates the significance of the loss and determines the degree of re-keying required to maintain security of facilities. The lock shop reports its recommendation to the building manager, department head, the director of the Security Department, and the director of Facilities Management and Planning.
 - a. If re-keying is not required, Facilities Management and Planning provides the Department a replacement key. The fee for key replacement is charged to the buildings index code. See "Schedule of charges" below.
 - b. When the loss of a key justifies re-keying, the department head initiates a work order for re-keying. Upon receipt of the work order, the Facilities Management and Planning provides the Building Manager with a work estimate. The Building Manager either approves or disapproves re-keying. If re-keying is approved by the Building Manager, Facilities Management and planning completes the work and bills the costs to the customer's index code.

5. ***Found Keys and Key Turn-In***

- a. All found keys must be turned in immediately to the Facilities Management and Planning Department lock shop. The lock shop returns all University-owned keys to the authorized key holder.
- b. Employees who terminate employment or who transfer to another department or who possess keys that are no longer needed must turn in their keys at the Facilities Management and Planning Department. The Facilities Management and Planning Department verifies return of the keys and issues a signed receipt. The department head or director reviews the receipt during the employee's departmental exit interview.
- c. It is the responsibility of each department head or director to verify the proper return of, and accounting for, keys issued to a terminating employee.
- d. Key turn-in for service personnel, contractors, and others who are not employees of the University is the responsibility of the issuing authority. Keys are turned in directly to the Facilities Management and Planning Department. The Facilities Management and Planning Department verifies return of the keys and issues a signed receipt. A copy of the receipt is forwarded by the Facilities Management and Planning Department to Business Services.
- e. Keys issued to individuals must also be returned upon the request of the vice president for finance and administration, appropriate building manager, or department head.

E. Schedule of Charges for E&G and non E&G Faculty and Staff

1. For Education and General Fund (E&G) buildings: When, due to normal wear and tear, cylinder re-pinning is necessary as a maintenance activity, the cost is paid by Facilities Management and Planning. If, because of security, convenience, or other considerations, re-keying is necessary, such re-keying is paid by that department. (See "Lost keys" above.)
2. For non-E&G buildings: When, due to normal wear and tear, cylinder re-pinning is necessary as a maintenance activity, the cost is covered by the non-E&G department.
3. In the case of compromised security, a completed Job Order Request approved by the building manager to re-key the facilities is submitted by the department head to the Facilities Management and Planning Department director for further action (see Job Order Requests on Facilities Management and Planning's web page www.sou.edu/pplant). Facilities Management and Planning verifies the request with the building manager.
4. The costs for re-keying due to loss of or failure to return keys is assessed to the department of the key holder by the Facilities Management and Planning Department. Actual re-keying costs are billed by the Facilities Management and Planning Department to the appropriate department. The following nonrefundable charges do not include the cost of labor and miscellaneous supplies:

Change Key:	\$5.00
Sub-Master Key:	Multiples of \$5.00 for each lock involved, not to exceed \$100.00
Outside Door Key:	Multiples of \$5.00 for each lock involved, not to exceed \$100.00
Building Master Key:	Multiples of \$5.00 for each lock involved, not to exceed \$250.00
Grand Master Key:	Multiples of \$5.00 for each lock involved, not to exceed \$500.00

F. Contractors

1. All keys issued to contractors and their agents are subject to the provisions of the SOU Key Policy above. These key /fob/card remains the property of SOU Facilities Services at all times, and are for SOU business purposes only.
2. A deposit of \$100.00 for **each** key/fob/card is paid by the contractor to SOU Facilities Services.
3. Keys are to be used for the specified project only and must be returned to Facilities Services Office upon completion of the project.
4. The person receiving the key/fob card must be the person assigned the key/fob/card.
5. Neither the contractor nor the contractor's agents is permitted to loan or have key/fob/card reproduced in any manner.
6. The contractor is responsible for retrieving keys from employees who leave the project (or on demand by SOU) and for returning the key/fob/card to SOU Facilities Services Office, 351 Walker Ave.
7. **Fees are charged to the contractor for lost or stolen keys**, pursuant to the conditions set forth in this policy.
8. In the event the key/fob/card is lost, stolen, or otherwise misplaced, the contractor accepts responsibility to immediately notify SOU Facilities Services Office @ 541-552-6231, and his/her immediate supervisor.
9. The SOU Business Services Department issues a refund check for the deposit paid for key/fob/card upon receipt of verification of return from Facilities Services. The contractor must allow 72 business hours for processing of the deposit return.