

KEY CONTROL POLICY

Effective Date: February 12, 2024

Responsible Office: Facilities Management and Human Recourses

Division: Finance and Administration

I. PURPOSE/OBJECTIVE

The purpose of the Key Control Policy is to protect the property and privacy of Franklin Pierce University, and individuals assigned to use University facilities, by limiting access to such facilities to assigned individuals and to their Supervisors. Recognition has been given to the fact that Facilities has responsibility for the maintenance of all spaces, including all building systems, and as such, may have a need for access to certain spaces occupied by others. Facilities also has the responsibility to effectively manage and control distribution of keys on campus.

II. STATEMENT OF POLICY

This policy applies to all Franklin Pierce University staff, faculty, visiting faculty, students, and contractors working for the University.

III. ISSUING KEYS

Keys to University spaces; e.g. offices, lecture halls, classrooms, housing, storage spaces, mechanical spaces, high voltage spaces, etc., will be issued to University Staff/Faculty with the approval of the appropriate Department Head, Dean, or Director. Each key issued to University Staff/Faculty, contractors, or students shall be documented by the Locksmith. **No key shall be transferred from one person to another without being returned to the Locksmith for appropriate re- issue.** Each key will be stamped with a unique number and issued by number to a specific individual.

- A. **Duplication: All keys referred to in this policy are the property of Franklin Pierce University** and are not to be duplicated by anyone other than the **Locksmith**. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.
- B. **Lost or Stolen Keys:** All key holders must report any stolen or lost keys **immediately** upon discovery of loss to the Campus Safety, Department Head, Assistant Director of Facilities, or to the Office of Residence Life **immediately**.

If a key is damaged and no longer works:

1. Notify the Locksmith by using the key request form.
2. Submit the damaged key with the key request form to the locksmith.
3. The process for getting a new key will be the same as listed above.

C. KEY REPLACEMENT-IF LOST OR STOLEN

Note: All keys must be secured at all times by the Staff/Faculty of the department that key(s) were assigned to. Departments that utilize Master Keys for daily activities must properly secure and account for keys at all times.

To replace lost or stolen key(s) Staff/Faculty must follow the Key Request Form. When the Key Request Form has been satisfied, the key holder must follow the issuing procedure to be assigned a replacement key(s). **Individual cost per key may vary based on the following types:**

1. **Individual Office Key Replacement:** The employee will be assessed a fee of **\$50.00**
2. **Master Key Replacement:** The employee will be assessed a fee that is determined and reviewed by the Director of Facilities and the Vice President of Finance.
3. **Grand Master Key Replacement:** The employee will be assessed a fee that is determined and reviewed by the Director of Facilities and the Vice President of Finance.

D. KEY RETRIEVAL

Upon termination of employment and/or student status, all keys must be immediately returned to Campus Safety, Human Resources, your Director and/or Dean, or to Residence Life. **Failure to return keys upon termination/separation may result in a key and lock change replacement charge being taken out of an employees final paycheck before delivery. Students may be assessed a charge to their account.**

E. CONTRACTORS

Keys needed by contractors or other non-University users will be issued keys by the Locksmith using a standard Key Form request.

1. For major renovations, areas under construction can be rekeyed with contractor cores.
2. For projects that require building access that cannot be rekeyed with contractor cores, contractors may be given access to building keys.
3. Contractors must stop at Campus Safety or Facilities to pick up keys, and sign for the keys.
4. Contractors must **NOT** leave the campus with University keys. Contractors must return keys to Campus Safety or Facilities at the end of the day.
Contractors must pay for rekeying in the event keys are lost.
5. Contractors must be under contract or be covered under a contract. Facilities is responsible for assuring that appropriate contracts are in place with contractors.
6. Keys shall not be checked out for periods longer than eight hours at a time and must be returned to Campus Safety or Facilities at the end of the workday.
7. The contractor key holder agrees to maintain the security of an area or building. All doors found locked upon arrival must be locked when leaving the worksite.
8. When a contractor's duties are terminated, Campus Safety must communicate with the Locksmith so all-key access can be terminated.

F. CONTRACTORS KEY TERMS (If Lost or Stolen)

1. Terms of the contract will include a specific return date, beyond which keys or change the locks to assure security of University property.
2. All costs of key lost, stolen, recovery and re-keying will be the responsibility of the person(s) or firm to which the keys were issued. **The responsible party will be assessed a fee of \$100.00.**

Keys may be issued for a specified period of time to contractors working on site if approved by the University Locksmith and Assistant Facilities Management.

1. **Keys issued to contractor for a period of 1 week or less:**
Locksmith will manually maintain key records for assigned key(s).
2. **Keys issued to contractor for a period greater than one week:**
They will complete a Key Request Form, the Assistant Director of Facilities and Locksmith will serve as the only signature that must be obtained to issue key(s).

Note: If key(s) are not returned before the specified period of time has lapsed, the contractor's employer will be notified to return the key. If the employer is unable to return the key, the employer will be billed for the charges based on the type of key(s) issued.

G. FACULTY and STAFF

Before the key is given to Staff/Faculty, the Staff/Faculty will be required to identify themselves to Assistant Director of Facilities, Locksmith and Campus Safety by presenting their university identification card. A copy will be made and kept on file with the key request form. Once they have been positively identified, the Staff/Faculty will be required to sign the authorization statement on the bottom of the Key Request Form. This authorization will acknowledge that the Staff/Faculty is responsible for the key and will be charged an appropriate fee if the key is lost or if it is not returned upon termination of their employment with the University. The key number and the Staff/Faculty name will be entered into a database in order to track University keys.

I. STUDENTS

Generally, students should not be issued keys to university buildings or offices. However, in some case where a student works for a department and access is required, an authorized department head may request a key be issued.

1. Department head or his/her designee must complete one of the Key Request Forms.
2. Keys may be requested for no longer than one academic year at a time.
3. Obtain appropriate approving signature, in accordance with the Key Policy.
4. The completed form will be forwarded to Assistant Director of Facilities, Locksmith, and Campus Safety.
5. Receive and sign for authorized keys in person.
6. All keys must be turned in at the end of the student's term of employment.
7. Requests for duplicate keys of outstanding (unaccounted for) keys will not be issued.
8. Keys that cannot be accounted for or lost may result in administrative hold on student's records, course registration and other accounts until the matter is resolved.

J. REGULAR SCHOOL/HOLIDAY CLOSING OF BUILDING

1. During the week prior to an extended University Regular School and/or Holiday Closing, Assistant Director of Facilities and University Locksmith will coordinate building exterior core changes.
2. The Locksmith will begin to physically change out the Key Cores on all of the exterior doors of specified facilities. Regular School/Holiday cores will be identified by difference in color (Red or Orange) to allow distinction from the normal daily cores used in the doors. Only the Campus Safety, Designated Upper Administration and Assistant Director of Facilities will be assigned Regular School/Holiday Keys.

Note: During Regular School/Holiday Break, if a faculty, staff member or approved contractor(s) requires access to a building they must request entry through the Campus Safety. All faculty, staff, and approved contractors must have picture ID present and you must sign in before access is before will be granted. When leaving the building anyone granted access must return to Campus Safety and sign out. **Failure to adhere to this rule may result in Disciplinary action and/or charges for the damaged or stolen property/equipment.**

J. FORMS AND PROCEDURES

All key requests forms are filled out and submitted through the FPU Facilities ge web page.

K. ENFORCEMENT

The policy and its enforcement are the responsibility of Facilities Management and Human Resources and are implemented through the University Locksmith. All University Faculty, Staff, and Administrators shall ensure that keys are not issued to individuals which would provide access to areas other than those to which the person issued the key would ROUTINELY need access. The Locksmith shall have the responsibility to ensure that key requests and all appropriate authorizations have been obtained prior to issuing keys. The University Locksmith shall implement and maintain appropriate procedures to ensure that all keys issued to Facilities employees are accounted for, securely deposited in a lock safe when not in use, and security maintained of the Master Key Systems used by Campus Departments.