

Key Policy and Procedure

PURPOSE

The Facilities Management Department at United Tribes Technical College provides key control for all college faculty, staff and students.

GENERAL PROVISIONS

All keys are issued by the United Tribes Technical College Facilities Management Key Shop and shall remain the property of United Tribes Technical College.

Any exemptions, changes, or special provisions to this policy will be made only with the approval of the United Tribes Technical College Administrative Council and President.

Each building will have a separate building master key with as many sub-masters as necessary to accommodate the different departments within.

All mechanical/equipment and custodial rooms will be keyed separately from the building master.

It is a violation of this policy to attempt or to have any college keys duplicated by anyone other than the Facilities Key Shop. Campus Security have the authority to confiscate any duplicated key(s). Any person in violation of this policy may have their key issuance privileges revoked.

It is a violation of this policy to tamper with, change, add to, or alter any college installed locking system by anyone other than the Facilities Management Key Shop; this includes the installation of any locking devices or hardware. Unauthorized devices and hardware will be removed by Facilities Management and the department or individual responsible for the room will be charged for all costs incurred.

NON MASTER KEYED LOCKS

Under special circumstances individual rooms may be keyed separate from a building master key system when approved by the Director of Facilities Management. No services will be provided to the room or areas. This will include maintenance, custodial, and other such services. In the event that emergency personnel need to enter the room, the department responsible for said room will be charged for any and all damage that may occur when entry is made.

Under special circumstances, individual rooms may be keyed off the college grand master when approved by the Director of Facilities Management.

KEY REQUESTS AND ISSUANCE

Faculty and staff may be issued keys to a college building upon the recommendation of a Vice President via a key request form submitted to Director of Facilities Management. No level of master key may be issued to students or graduate assistants, and only when necessary to full-time faculty/staff.

The key request form must be filled out in its entirety and then signed by authorizing personnel. Keys may only be issued from the original key request form. No email or fax copies will be accepted. An individual will only be issued one key per door.

All incomplete, illegible, incorrect, or unsigned forms will be returned to the requesting department.

When a Key Request Form is received, keys are cut. When the key(s) are ready, the individual to be issued the key will be notified that their keys are ready for pick up. In order to receive keys, the faculty/staff must bring their UTTC ID card when they pick up the key(s) from Facilities Management Key Shop.

Records of all keys issued will be kept in a key tracking log and will be maintained by Facilities Management Key Shop, except Residential Life and mailroom who maintain their own tracking systems.

LOST KEYS

The loss or theft of any key must be reported immediately to the key holder's supervisor, Facilities Management and the UTTC Security Department. Replacement of lost, misplaced or stolen keys will be made in accordance with procedures for original issue. Individuals or departments will be assessed replacement charges for lost keys at the discretion of the Director of Facilities Management.

The Director of Facilities Management will determine re-keying of locks or space at the individual's or departments expense. Repined key cylinder (lost/stolen/damaged) requests will be assessed a charge of \$25.

TRANSFER OF KEYS

The transfer of keys between employees or between departments is not permitted. Keys must be returned to Facilities Management Key Shop for re-issue.

LOANING OF KEYS

Keys are college property and must be used only for the purpose of conducting college business. Keys should not be loaned to others at any time.

WORN KEYS

Individuals holding properly authorized keys may exchange damaged or worn keys at the Facilities Management Key Shop, during normal working hours Monday-Friday 8:00 a.m. - 5:00 p.m. If a key is broken in the lock, please notify Facilities Management immediately for broken key extraction. Key may be replaced free of charge if broken from normal wear.

RETURN OF KEYS

It is the responsibility of the key holder and the supervisor or Vice President authorized issuance of the key(s) to assure that all keys are returned to Key Shop upon the key holder's:

1. Transfer to another department;
2. Termination of employment, or;
3. Change of assignment that makes it unnecessary for the key holder to have the assigned keys.

All keys must be accounted for and returned

Supervisors will be notified of missing keys or other key discrepancies upon return of keys to the Facilities Management Key Shop. The Director of Facilities Management will determine when re-keying of locks or space is required when keys are not returned or keys are missing.

CONTRACTOR ACCESS

Keys that are needed by contractors or other non-college users must be authorized by the Director of Facilities Management. A Facilities Management Key Request Form must be filled out by the project manager and signed by key recipient for issuance. The project manager will be responsible for making sure that all keys are returned at the end of the project.

KEY INVENTORY AUDIT

All departments will cooperate with Facilities Management in periodic key audits of their departments. Departments will be notified in advance when their key audit will be conducted. Each key inventory audit will be distributed to appropriate college Vice Presidents for review.

LOCK OUT PROCEDURE

UTTC Security will provide after-hour emergency access for faculty and staff members who need immediate entry to their assigned workspaces. Access will be limited to UTTC assigned offices and scheduled classrooms and shall not include laboratories, athletic areas, libraries, Facilities Management shops and holding areas, residences, apartments or any other building or areas owned and controlled by United Tribes Technical College. Faculty and staff should first contact their Vice President during normal work hours.

After hours calls should be directed to the United Tribes Technical College Security Department at (701) 221-1700.