POLICY TITLE: Fort Hays State University Key System Policy and Procedures

POLICY PURPOSE: This policy is to establish and implement an effective key management system and policy; establish responsibility and accountability among key users; to provide legitimate access to all university personnel; and to establish key request, issuance, and return procedures.

BACKGROUND: A manual paper card system is being replaced with an online Lotus Notes system. Several difficult issues dealing with increasing building security through increased key control, while allowing the greatest freedom of access to the buildings by authorized personnel, were addressed.

APPLIES TO: All employees, students, and construction contractors and maintenance personnel who are issued a key for entrance to rooms, buildings, storage facilities, or padlocks by the Fort Hays State University Lock Shop.

DEFINITIONS: Grand Master Key is restricted to Administrative Personnel. This key will open any door in the academic area.

Zone Master Key is restricted to Administrative Personnel. This key will only open doors in a zoned area. The Zone Map is attached.

Building Master Key allows access to all assignable and non-assignable space within a single building - reserved for Deans, Building Supervisors, and Custodial Supervisors.

Departmental Master Key allows access to limited subgroup areas within a single building - issuance is assigned by Department Chairs or Vice Presidents (for areas within their own department).

Mechanical/Custodial Master Key allows access to mechanical rooms and custodial closets in buildings across campus. This key must be authorized by the Physical Plant Director, the Director of University Police, or Custodial Supervisor. These keys are restricted to Custodial, Building Maintenance, and Ground Supervisory employees.

Change Key allows access to a series of rooms, closets, etc., within a subgroup within a department in a single building - issuance is assigned by the Department Chair or Director.

Entrance Key allows access to entrance doors to a specific building - issuance is assigned by the Department Chair; or Director; or Building Supervisor if other than Department Chair or Director.

Temporary Key allows construction contractors and maintenance personnel access to the area they are working in. Issuance is assigned and approved by the Director of Physical Plant Maintenance and Construction, Director of Facilities Planning, and the Director of University Police.

Replacement Key is defined as any key to replace a lost, stolen, broken, or worn key.

Padlock Key requires assignment by Department Chair or Director.

CONTENTS:

POLICY STATEMENT:

A complete, official, computerized key record will be maintained on each key issued by the Lock Shop. Each Department Chair or Director should also maintain a record of keys dispersed to their personnel. Key record printouts will be available to Deans, Department Chairs, or Directors for their areas.

Keys to buildings, classrooms, offices, department storage closets, and padlocks will be issued by the Lock Shop only when a Lotus Notes Key Authorization or Replacement Key Authorization Form has been properly approved by all authorized parties.

A Key Authorization Form will be required for each key issued. The Key Authorization form must be approved within 10 days after origination of the form. Keys are generally issued to individuals, and each individual assumes financial responsibility for lost keys. A fine of $100.00 will be charged for each key that is not returned at the designated time.

Broken/Worn keys will be brought to University Police Department. The University Police Department will take the key to the Lock Shop. When the key is repaired and returned to the University Police the person who left the key will be notified by University Police Department that the replacement key is ready to be picked up. Replacement of broken/worn keys will be at no cost. No form should be submitted.

Lost/stolen keys must be reported to the University Police. Each lost/stolen key reported is given a case number. The Replacement Key Authorization Form including the case number should be submitted and approved on Lotus Notes. Notification will be sent for the key to be picked up at University Police Department. A $20.00 non-refundable fee will be charged to an employee requesting the replacement of a lost/stolen key after approval of the Replacement Key Form. Should a key that has been reported lost/stolen be found, it should be returned to the University Police Department.

It is the responsibility of the key recipient to ensure that each key is returned to the University Police Department prior to leaving the university or transferring to another department. The Personnel Department will advise employees to return any FHSU key to the University Police Department while conducting the exit interview. Faculty and Staff failing to return any keys prior to transferring to another department or leaving the University will be assessed a $100.00 fine. If a student does not return a key, Fort Hays State University will withhold all student services including but not limited to: release of transcripts, records transferred to other institutions, verification for

potential employers and retain any key deposit. Construction contractors and maintenance personnel failing to return keys after completion of a project will have a hold placed on the project's final payment.

Once a year, an Annual Key Inventory Report will be sent to each department. Department Chairs and Directors are responsible for reviewing the accuracy of the report. The Inventory Report will be returned to the Lock Shop within 30 days with any discrepancies noted. An addendum report will be prepared and sent to the department to ensure that the changes have been accurately entered into the computer system. Since each person or department is financially responsible for all keys issued, accurate information is of vital importance.

When a key is found it is to be returned to the University Police Department. If you find a key you reported as lost – the lost key should be returned to the University Police Department. Do not keep it.

To protect the integrity of assigned areas, no key may be loaned or transferred to anyone. Anyone found possessing a key not issued to them, as well as the person who the key was issued to, will be charged a $20.00 fine.

It is illegal to duplicate the ASSA key because of its copyrighted design. To duplicate it, by whatever means, may result in a lawsuit initiated by ASSA Inc. against the individuals or companies involved in the duplication. The only person authorized to duplicate a key is the Locksmith.

Access to equipment and custodial rooms will be restricted. Only university padlocks will be allowed on doors, gates, and fencing. (This does not include personal lockers, cabinets, desks, etc.)

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

RELATED DOCUMENTS:

Policies: Key Authorization Instructions on Lotus Notes

Forms: Lotus Notes Key Authorization Form, Lotus Notes Key Replacement Form, Key Acceptance Form

Other:

KEYWORDS:

Key, Authorization, Approval, Grand Master Key, Zone Master Key, Building Master Key, Departmental Master Key, Mechanical/Custodial Master Key, Replacement, Padlocks, Replacement Keys, Lock Shop, Returned, Lost/Stolen Key, Worn/Broken Key. Key Authorization Form, Replacement Key Authorization Form, Key Acceptance Form

RESPONSIBLE OFFICE:

Vice President for Administration and Finance, Sheridan Hall 318, 785-628-4250

Director of University Police, Custer Hall 112, 785-628-5304

	Locksmith, Witt Maintenance Building, 785-628-4347
RESPONSIBLE UNIVERSITY OFFICIAL:	Vice President for Administration and Finance
ORIGINATION DATE:	06/01/94
REVIEW CYCLE:	Every 3 years

POLICY ADDRESS:	
LAST APPROVED ON:	Adopted by President's Cabinet on 12/3/2012
REVIEW/CHANGE HISTORY:	
NEXT REVIEW DATE:	

ZONE A	ZONE B	ZONE C	ZONE D	ZONE E	ZONE F	NON-ZONE
SERVICE BUILDINGS	ACADEMIC BUILDINGS	ACADEMIC BUILDINGS	RECORDED DATA & ARTIFACTS	ATHLETIC BUIILDINGS	RESIDENTIAL BUILDINGS	
224 Akers Energy Center	**141 Heather**	**104 Albertson**	**127 Forsyth Library**	**138 Cunningham Hall & GMC**	**305 Memorial Union**	*420 Storage Building*
		134 Animal Research House		*144 Softball Field Pressbox*		
115 R.U. Brooks Serv. Bldg.	**109 Malloy**	**106 Davis**	**142 Beach Hall/Sternberg**	**116 Lewis Field Stadium**	** **310 Custer Hall**	
		223 Old Power Plant S. Door		*226 Westlink Cell Building*		
220 Grounds & Greenhouse	**310 Custer (Academic)**	**108 Martin Allen**		** **Alumni Endowment**	** **311 Agnew Hall**	
225 South Campus Maint. Facility	**Floor 1-4 South**					
222 Motor Pool		**103 McCartney**		** **Larks Park**	** **312 Wooster Place No 1**	
	139 Stroup					
319 President's Residence		**101 Picken**			** **313 Wooster Place No 2**	
	143 Tomanek					
University Farm		**140 Rarick**			** **314 Wiest Hall**	
133 Riegel Animal Science Lab						
401 Beef Cattle Shed		**102 Sheridan**			** **316 Stadium Place**	
402 Butler-Farm Shop						
403 Lambing Barn					** **325 McMindes Hall**	
404 Farm Workers Res & Garage						
405 Hog Gestation House						
406 Dairy						
407 Calf Shed						
408 Well House						
409 Repair Shop						
410 Farrowing House						
411 Hog Nursery						
412 Livestock Pavilion						
221 C.A. Witt Maintenance Bldg						
Custodial Closets/Mech. Rooms						
Telecommunications Hubs						
Key Boxes						
Padlocks						
Plymouth School						

** Indicates an on-going process

ZONE F and Memorial Union: These areas are to be included in the re-keying to the ASSA system; however, they will not be funded through the Rehabilitation and Repair fund.