UNIVERSITY KEY AND LOCK POLICY

Policy Title: University Key and Lock Policy

Policy Type: Administrative

Policy Number: 42-04 (2014)

Approved: 08/17/2018

Responsible Office: Facilities Management

Responsible Executive: Vice President of Finance and Administration

Applies to: University Faculty/Staff and Students

POLICY STATEMENT
This policy is established to:

- Regulate the issuance, control accounting, and return of all keys under the master keyed and electronic access control systems used by Norfolk State University.

- Serve as the framework by which keys and electronic access to university buildings will be issued, monitored, and maintained. The Facilities Management Department and the Norfolk State University Police Department shall implement and oversee the procedures set forth herein.

- Ensure all University building access needs are met. The Facilities Department, Norfolk State Police University Department, the Office of Information Technology and the Spartan Card Office are responsible to ensure the enforcement of this policy. Key issuance and control for Residential life is governed by University Policies for Student Life.

DEFINITIONS

Building Master Keys: A key that will open a number of different locks, the proper keys of which are not interchangeable.

Floor Masters Keys: A key that operates only a portion of the locks as related to one floor of a building) in a master-keyed system.

Sub-Masters Keys: Refers to a key that is part of a master key system. It operates more locks than a change key, but fewer than the master key. This is the type of key that might be given to a departmental manager.

Grand Master Keys: When a series of locks is divided into two or more sub-suites the key which controls all the sub-suites (i.e. all the locks in the entire complex).

Great Grand Master Key: One higher in degree than a grand master key. It is used only in very special arrangements of master keyed locks.

Vendor: A person or company offering something for sale, especially a trader in the street:

CONTACT(S)

Facilities Management officially interprets this policy. The Vice President of Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies https://www.nsu.edu/policy/bov-01.aspx* through the appropriate governance structures. Questions regarding this policy should be directed to Facilities Management.

STAKEHOLDER(S)

University Faculty, Staff, Students vendors and contractors

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One of the main goals of Norfolk State University is to enhance campus security and to ensure a safe living and learning environment for the students and faculty. Facilities Management has made this goal a priority by regulating the issuance, control accounting, and return of all keys under the master keyed and electronic access control systems.

The Associate Vice President for Facilities Management is authorized to initiate, through The Vice President for Finance and Administration, procedures necessary to implement this policy. Facilities Management is responsible for maintaining electronic access control hardware, key records, cutting keys, providing key request forms, and issuing periodic reports as required.

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The office of Information and Technology is responsible for housing the server and assisting Facilities in the coordination of maintenance and updates of the electronic access software with the vendor as needed.

II   Approving Authorities

Department heads and/or their designees are authorized to approve the issuing of keys and electronic access to individuals within their department. Their departments will be responsible for costs incurred to re-secure an area when a key or electronic card is lost. They will also be responsible for verifying the physical existence of keys they have authorized and for keeping track of demand for those keys and electronic access.

III   Required Signatures for Issuing Keys and Electronic Cards

No keys/electronic cards will be issued without the appropriate signatures on a Key/Electronic Card Request Form. The signatures required for each type of key are as follows:

1. Sub-master, suite, designated area, office door, requires signature of Department Head/Director.

2. Department master suites, used by more than one department, building master, exterior door key: requires signature of Facilities Director, Dean, Assoc. VP (Division), Assoc. VP Facilities and signatures listed in (1) above.

3. Grand Master: Requires signature of Associate VP Facilities and signatures in
   (2) above

4. Great Grand-Master: not issued.

IV.   Authority and Responsibility of Key Recipients

Individuals having custody of university keys are authorized to use them for access to their workplace. They are responsible for reporting lost or stolen keys immediately to the University Police Department. A new NSU Key/Electronic Card Access Request Form must be completed and forwarded to Facilities Management before a key is issued. Individuals are responsible for returning keys to Facilities Management when they are no longer needed.

V   Restriction of Keys and Electronic Access

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To restrict keys and electronic access to a particular area or facility, the authorized individuals should make a written request to the Facilities Department. Building masters, floor masters, sub-masters, and exterior building keys are always restricted.

Procedures for Lost or Stolen Keys and Electronic Cards

1. Any person who loses university keys/electronic cards must contact the University Police Department and complete the NSU Key/Electronic Card Request Form.

2. Stolen keys and cards or thought to be stolen must be reported immediately to the University Police Department.

3. Replacement of lost or stolen ID/Electronic Cards will be issued by the Spartan Card Office.

4. Replacement keys will be issued by Facilities Management.

B. Procedures for Re-Keying Locks

1. The Facilities Management Department will review all requests for re-keying and shall approve or disapprove such requests.

2. Removing keys from the university master system is restricted to avoid substantial expense to the University.

3. The re-keying of locks will be performed only by the University Locksmith.

VI. Procedures for Key Control and Issuance

A. Key Request Form shall be completed by each person requesting and receiving a key.

B. All request forms shall bear a valid authorizing signature.

C. Individuals receiving keys must have valid university identification at the time of issuance. Keys will be issued ONLY to the person whose name appears on the Key Request Form

D. Each key holder shall fill out a Key Issuance Form which will be held on file at the Key Control Office in Facilities.

E. In the event a key is lost or a lock is re-keyed, a new Key Request Form shall be

completed and submitted for each individual issued a key.

VII   Electronic Access Cards

A. The NSU/Spartan Identification Card can be programmed to grant electronic access to authorized individuals.

B. Electronic access is available to some university facilities. The individual requesting access must complete the NSU Key/Electronic Card Request Form with appropriate approval and submit the form to the Facilities Management Department or fax to 823-2050

C. Student access to university facilities by electronic access cards is determined by active academic status.

VIII   Electronic Access Control

Any access control device installed in a University owned or leased building or space must be approved by Facilities Management. This will include (at a minimum) a mechanical key locking device, a centrally monitored activated device and a locally controlled card activated device. NSU uses Best Access Cores and RS2 card access control software as the standard.

All lost access cards/Spartan Identification Cards must be reported to University Police immediately.

Sanctions

Failure to report lost or stolen keys or electronic access cards or possession of a duplicated or unauthorized key and loaning of university keys and electronic access cards may result in appropriate disciplinary action including possible termination.

IX   Liability and Service Charges

Key control and building access are primary concerns of the university and the seriousness of accountability is emphasized.

A. The expenses incurred by key control and facility access will be shared by those departments and/or individuals who use the service. Departments or organizations will be charged for the following services:

Facilities Management will determine the replacement cost of keys associated with key issuance.

B. Employee final paycheck may be placed on hold if keys are not returned to Facilities Management upon departing the University. The department is responsible for notifying Facilities Management when an employee has been relocated and no longer needs access to specified areas.

C. Student records may be placed on hold including transcripts and degrees, if keys are not returned to Residential Life.

D. Keys will be confiscated and electronic access terminated for a breach of security. All applicable laws concerning possession of state-owned keys will apply. Possession or duplication of certain keys is outlined on the Key Issuance Form.

X   Key Related Services

Key-related Service	Charges	Description
New Core	$75.00	Replacement due to lost/stolen keys
Recombining an Existing Core	$15.00	Recombination fee for core includes cost for a new key
Replacement of Core (normal wear)	0.00	No Charge
New Key	0.00	No Charge
Replacement key (because of normal wear)	0.00	No Charge
Replacement key (broken, damaged or lost)	$35.00	Misuse or abuse as determined by Facilities Management
Desk, File, Cabinet, and Other Keys	*$2.50 **$7.00	* Standard Key ** Special Key
Lost Access Card/Spartan ID	$25.00	Charges include card replacement and re-programming

A. Issuing and Returning Keys/Electronic Cards

- A Key/Electronic Card Request Form shall be filled out and forwarded to the approving authority for completion.
- The approving authority will determine the continuing need, sign if approved, and forward valid requests to Facilities Management. Approving department should retain a copy of the form for departmental records.
- Enter the name of the building where keys/electronic cards are to be used.
- Enter the room number of the doors where keys/electronic cards are to be used. Specify if key request is for an exterior door.

- Enter the key code stamped on the key. You may leave this blank if you are requesting a key and the number is unknown.
- Facilities Management personnel will verify the approving signature(s), cut the key, and prepare the necessary forms for issue.
- Facilities Management will notify the requestor when keys are available for pickup.
- Key/electronic card transfers will not be permitted. All keys are to be returned to Facilities Management.
- All access NSU/identification cards are to be returned to Human Resources.

B. Departmental Keys

Departmental keys that will be used by several people within a department are not authorized.

C. Key Duplication and Lock Change

Key holders shall not duplicate keys issued to them. Facilities Management is the only department authorized to duplicate keys and change locks.

D. Vendor Access

Vendors needing access to portions of university property (Telephone Company, vending company, etc) will be issued keys through Facilities Management. The keys assigned to vendors to enable them to do their work are not to leave the campus and must be returned during working hours the same day. Vendor access to buildings after hours will be coordinated with the University Police.

E. Ownership of Keys

All Keys remain the property of Norfolk State University. Obsolete and unneeded keys must be returned to Key Control for disposal and clearing the account of the person charged and the liability of the authorizing account.

F. Emergency Access

Norfolk State University Police Department will have access to all university-owned and leased buildings.

G. Terminating Employees

It is the responsibility of the terminating employee to return all university keys to Facilities Management. NSU identification and electronic access cards must be returned to Human Resources. Employee final paycheck may be withheld until all NSU property has been

received.   It is the supervisor's responsibility to inform terminating employees of this requirement.

PUBLICATION

This policy will be published in the Policy Library on the NSU website and made available to all University Faculty, Staff and Students as requested or needed through Facilities Management.

REVIEW SCHEDULE

- Next Scheduled Review: 8/17/2021

- Approval by, date: President, 08/17/2018

- Revision History: Revised 02/06/2006, 06/30/2014; 06/30/2017, 08/16/2018

- Supersedes: Policy Dated 02/01/1981

RELATED DOCUMENTS

There are no related documents.

FORMS

1. NSU Key/Electronic Card Request Form Online
   http://facilities.nsu.edu:82/home.html