

Policy 5-12 Rev. 5  
Date: July 8, 1996

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Subject: **KEY POLICY**

## I. PURPOSE

To outline policy and procedures for issuance and control of door and locker keys for all campus departments and organizations, except student apartments (USA), University Hospital, clinics, and affiliated facilities, and other organizations granted specific exemption by the Vice President for Administrative Services.

## II. DEFINITIONS

- A. Grand Master Key - A key that activates all door locks in a building.
- B. Master Key - A key that activates all door locks in a building for spaces assigned to a specific department.
- C. Sub-Master Key - A key that activates the locks in more than one but not all doors to spaces assigned to a specific department.
- D. Building Entrance Key - A key that activates the lock only on one or more outside entrance doors to a building.
- E. Room Key - A key that activates the lock only to the door to a single room.
- F. Locker Key - A key that activates the locks to storage lockers.
- G. Approving Officer - A university officer holding the position of department head or higher rank.
- H. Designee - A full-time university employee appointed by an approving officer to act in his/her behalf. No more than two may be appointed in any one department.

## III. POLICY

### A. Key Issuance

1. Door Keys. Door keys shall be issued and controlled by the Key Shop.
  - a. Duplication of keys, other than by the Key Shop, is prohibited. Any person who knowingly makes or duplicates a university key in any matter not authorized by this policy is subject to disciplinary action by the university, pursuant to established procedures and/or prosecution in accordance with 1953 Utah Code Annotated, Section 63-9- 22 (misdemeanor).
  - b. Persons to whom keys are issued shall use the keys only in accordance with this policy.
2. Limitations. Door keys shall be issued by the Key Shop only upon receipt of a

properly completed Application for Keys form. The form must be signed by the applicant, and have the approval signature of the applicant's next higher level of supervisory authority, normally a Dean, Chair, Director or designee.

- a. Grand master keys will not be issued to individuals, except staff in Public Safety, Environmental Health & Safety, and Plant Operations, when 1) a demonstrated need exists, and 2) the cognizant director approves the exception. The Assistant Vice President for Facilities or his/her designee will have the final rights of approval in such cases.
- b. Master keys will be issued only to deans and department heads or to administrative officers of equivalent or higher rank.
- c. Sub-master keys will be issued only to persons authorized to be entrusted with such keys by deans, department heads or administrative officers of equivalent or higher rank.
- d. Building entrance keys will be issued only to persons with a demonstrated need for afterhours access to a building.
- e. Room keys will be issued only to persons who have a continuing need for access to such rooms.
- f. A department head may be provided with one extra key for occasional use by subordinates, in which case the department head must assume responsibility for the use of the key.
- g. Keys will not be issued to companies from the private sector working on campus except as specifically pre-authorized in writing by the Assistant Vice President for Facilities or his/her designee. (Refer to section IV.E. for key issuance policy regarding construction and remodeling contractors.)

#### B. Key Return

When an individual's need for a key no longer exists, whether as a result of termination of employment or other reasons, it is the responsibility of the employee's home department to collect the unneeded key(s) from the employee and return it/them to the Key Shop. For reasons of security and data control, it is prohibited for any department to reassign any key from one individual to another without routing the appropriate key request through the Key Shop, as described in Section IV of this policy.

#### C. Responsibilities of Department of Public Safety

1. The Department of Public Safety is responsible for locking and unlocking building entrance doors at specified times each day. Administrators or departments occupying space within buildings are responsible for locking and unlocking departmentally assigned space.
2. Individuals who have not been issued keys may gain access to locked buildings and rooms by requesting Public Safety to unlock doors, if there is a bona fide reason for entrance and a current university identification card is shown to the Public Safety officer.

#### D. Exceptions

Exceptions to the policy on issuance of keys may be authorized in writing by the Vice President for Administrative Services.

#### IV. PROCEDURES

##### A. Key Issuance

1. Individuals wishing to have a key or keys issued to them shall complete an Application for Keys form. The form must be signed by the applicant and the cognizant approving officer or designee, and sent to Plant Operations' Key Shop.
2. The Key Shop will maintain a file of "Authorized Signatures for Keys" to be used as a basis for key issuance. Keys will be issued only after the signatures on applications for keys have been verified as to authenticity.
3. The Key Shop will notify departments when keys are ready to be picked up, normally within 24 hours after receipt of the application.
4. When keys are picked up a copy of the application form will be given to the requesting department for its files.

##### B. Key Replacement

1. To replace a lost or broken key, an Application for Keys form must be completed in the same manner as for issuance of an original key (see IV.A. above).
  - a. A broken key to be replaced must be returned with the application form.
  - b. If a key has been lost, available details must be provided.
  - c. If a lost key is later found, it must be returned to the Key Shop.

##### C. Locker Keys

The issuance and control of locker keys is the responsibility of the dean, department head or administrative officer who is charged with control of lockers within a given building.

##### D. Record Keeping

The Key Shop shall maintain a comprehensive listing of all door keys issued by name of individual and department. The section of the listing applicable to a department is available to that department upon request. On an annual basis, Plant Operations will provide each department with a list of keys issued to their department personnel. Such lists shall be returned to the Key Shop after verification for accuracy.

##### E. Access to Buildings by Outside Contractors

1. The Campus Design and Construction Department is responsible for making arrangements with outside contractors requiring building access, and shall coordinate all lock work through the Key Shop.
2. The Campus Design and Construction Department may, with the written approval of the director of Plant Operations, provide keys to contractors and workmen who have need for access to buildings and rooms being remodeled.

#### F. Lock Repair and Replacement

Locks may not be installed, repaired or replaced on any doors without the specific approval of Plant Operations. Departments will be liable for any resultant damage or costs of corrections if unauthorized installations are made.

Approved: Board of Trustees 7/8/96

OUTDATED