

# Key Control (Building Access)

## Key Control Policy

Keys will be issued to faculty and staff on the basis of need. Students who require access to campus facility areas must receive their keys through a faculty or staff employee. Students who require access to electronically controlled areas will be authorized by submission of a signed **Valdosta State University Key Request** form signed by the respective department head. The form may be found at [http://www.valdosta.edu/finadmin/plantops/keyform\\_print.htm](http://www.valdosta.edu/finadmin/plantops/keyform_print.htm). The number of keys issued will be kept to a minimum. Key clearance will be part of the **Personnel Clearance** form for terminating faculty and staff. All key requests must be submitted on a **Valdosta State University Key Request** form following the procedures outlined below. The issuance of campus Grand Master keys will require the approval signature of the Vice President for Business and Finance.

Terminating employees must return all keys issued to them to the Plant Lock/Key Shop prior to departing the campus. Human Resources will ensure that employees obtain clearance from the Plant Lock/key Shop through a signature on a **Personnel Clearance** form. There will be a charge for all lost keys as determined by the Vice President for Finance and Administration.

## Key Issuance Procedures

### Requesting Department's Procedures

The requesting department should prepare the **Valdosta State University Key Request** form for all key requests, including access to electronic locks. If multiple persons need access to the same electronic lock, then all can be listed on the form. The **Valdosta State University Key Request** form may be found on the VSU web site at [http://www.valdosta.edu/finadmin/plantops/keyform\\_print.htm](http://www.valdosta.edu/finadmin/plantops/keyform_print.htm).

List the following information on the **Valdosta State University Key Request** form.

- Name of person to whom key will be issued
- Date of Request
- Department
- Title
- Telephone Number
- Building for which key is requested
- Room. If this is a door key, list room number, or indicate exterior door. If other than a door key is needed, specify desk key, file cabinet key, etc. under "Room" on the key request form. (Issue of furniture keys will, be charged to appropriate departments at a rate determined by the Vice President for Finance and Administration, currently \$1.50 per key.)
- If more than one of the same key is needed, list each separately.
- Purpose for Key Request
- Department Head signature is required for all requests
- Secondary approval will be needed for issuance of all Building Master and Grand Master keys. The Vice President for Finance and Administration will be the approving authority.
- SSAN is needed for all persons desiring electronic access

Send the **Valdosta State University Key Request** form to the Plant Operations Work Management Section or to the Vice President for Finance and Administration as required.

Approval is required from the Vice President for Finance and Administration when requesting building master keys or grand master keys. The key shop will call the Vice President and verify the Vice President signature for all master keys prior to issuing.

Regardless of who signs the Key Request Form the Key Shop will not issue additional keys without verifying previously issued keys have not been lost. All lost key issues will be resolved prior to issuance of additional keys.

The BL-3 Laboratory, located in the Bailey Science Center is a restricted area. All requests for card access and key access must be signed by Mr. Robert Delong, the Responsible Official for the Select Agent program or Ms. Meredith Lancaster, the alternate Responsible Official in the absence of the Responsible Official. The Key Shop personnel will call and speak with the Responsible Official or the Alternate to verify the signature on the request before issuing key or card access. If there is a change to the Responsible Official or Alternate, the Key Shop will be notified in writing by the Vice President for Finance and Administration.

Upon receiving notice that the requested key is ready, send the key requestor to the Plant Operations Lock/Key Shop to sign for the key.

### **Vice President for Finance and Administration's Procedures**

The Vice President for Finance and Administration will:

- Receive and review key requests from departments requiring secondary approval.
- Approve or deny the request.
- If denied, return the request with reason for denial to the department where it originated.
- If approved, sign the key request and forward to the Plant Operations Work Management Section.

### **Plant Operations Work Management Section's Procedures**

The Plant Operations Work Management Section will:

- Receive approved key requests from Department or Vice President.
- Review key requests to ensure all information has been provided
- Create a work order and forward to Lock/Key Shop

### **Physical Plant Lock/Key Shop Procedures**

The Physical Plant Lock/Key Shop will:

- Advise Work Management Section of any special security concerns related to the key request
- Approval is required from the Vice President for Finance and Administration when requesting building master keys or grand master keys. The key shop will call the Vice President and verify the Vice President signature for all master keys prior to issuing.
- Regardless of who signs the Key Request Form the Key Shop will not issue additional keys without verifying previously issued keys have not been lost. All lost keys issues will be resolved prior to issuance of additional keys.

- The BL-3 Laboratory, located in the Bailey Science Center is a restricted area. All requests for card access and key access must be signed by Mr. Robert Delong, the Responsible Official for the Select Agent program or Ms. Meredith Lancaster, the alternate Responsible Official in the absence of the Responsible Official. The Key Shop personnel will call and speak with the Responsible Official or the Alternate to verify the signature on the request before issuing key or card access. If there is a change to the Responsible Official or Alternate, the Key Shop will be notified in writing by the Vice President for Finance and Administration.
  - Enter key request into the computerized key control inventory system
  - Complete the work order
  - Contact the Department Head and advise that keys are ready for pick up.
- The key holder will be required to pick up keys at the Physical Plant Key Shop. If special handling is required, i.e., disabled person, Lock/Key Shop will make arrangements to deliver keys to the requestor.
- Send a copy of the completed work order to the Physical Plant Work Management Section for work order completion.

## **Key Return Procedures**

### **Terminating Employees Procedures**

The terminating employee must process through the Lock/Key Shop to return all keys issued, and to obtain authorization for clearance as required per the **Personnel Clearance** form.

### **Transferring Employees Procedures**

The transferring employee must return keys to and be cleared through the Lock/Key Shop. New keys will be issued as appropriate following the procedures for issuance of keys.

### **Personnel Department Procedures**

The Personnel Department will ensure that employees are processed for termination only after proper clearances are obtained from the Lock/Key Shop.

### **Departing Students Procedures**

Departing Students will turn in keys to the Housing Office and obtain clearance. The Housing Office will notify Lock/Key Shop of lost keys and charge students appropriately.

### **Physical Plant Division Lock/Key Shop Procedures**

The Lock/Key Shop will verify that all keys are returned and sign the **Personnel Clearance** form. If keys are lost/missing, notify individual to make arrangements to pay appropriate charges and bring receipt to the Lock/Key Shop to obtain signature for final clearance. Appropriate charges are indicated on the original key request form. Advise individuals of lost keys of the appropriate charges.

### **Charges for lost keys**

The following charges will be billed to the individual employee when keys are lost. Exceptions must be approved by the Vice President for Finance and Administration.

- Cabinet, file cabinet, other small keys, and all single function state keys (office, lab, etc.) will be charged \$25.00

- All sub-master keys will be charged \$250
- All building master keys will be charged \$500
- All grand master keys and control keys will be charged \$1000

In addition to the replacement cost of the key, there may be an additional charged to rekey the affected area.

## **Lost or Stolen Key Procedures**

All lost or stolen keys must be reported to the University Police Department within 24 hours, and a copy of the report forwarded to the Lock/Key Shop Foreman. If lost keys are returned to the Lock/Key Shop, the University Police Department must be notified to clear their reports.

## **Forms**

Forms related to this section are:

- **Work Order Request** form (not Auxiliary Enterprises)
- **Environmental & Occupational Safety Work Order Request** form
- **Auxiliary Facilities Work Order Request** form (for Auxiliary Enterprises)
- **Valdosta State University Key Request** form
- **Personnel Clearance** form

These forms and related web links may be found in Section 20 of this manual.