

**UNIVERSITY PROCEDURE      FM 08/2002 (rev 8/03 & 8/07)**

**TO:**                                The University of West Florida Community

**FROM:**                             Dr. James Barnett, Associate Vice President  
   Facilities Services

**SUBJECT:**                        Key Control FS 1.002

**Procedure/Purpose:** To articulate UWF procedure concerning Key Control for the Main Pensacola Campus buildings

**General Procedure**

This procedure is to establish the responsibility, eligibility, and approval to carry University of West Florida keys. It is necessary to provide access while limiting access to University properties to only authorized personnel, to maintain current inventory of keys issued to authorized personnel, to cut task keys and minimize the submaster and master key issuance, and to ensure the recovery of keys from those persons no longer authorized to have access to University properties.

1. Key Requests: All requests for building keys, core changes, and padlock keys which are keyed into the master key system, except on-campus residence halls and apartments, will be determined and approved by each Dean, Director, Department Head, or designated approver within department. **Key requests will be submitted by the user to the University Police on the Key Request Form in duplicate, which is available at the University Police Department, Facilities Maintenance and at <http://uwf.edu/uwfpolice/keyrequestform03.pdf#xml=http://uwf.appriver.com/search/taxis.exe/appriver/search/xml.txt?query=Key+Request&pr=default&order=r&cq=&id=3ede2558b0>.** Upon approval, the University Police will forward the request to Facilities Maintenance for the key(s) to be cut. Multiple copies of the same key will not be issued. If you need assistance with your request, please call Facilities Maintenance at ext. 2341. (A core change is the center of the lock which allows a different key to operate the lock mechanism)

2. Issuance of Keys: All requests for building access individual lock key or building master keys will be sent by regular mail, email, or web based form to the University Police Department, Building 19, and will require 2 copies per key. They will have the authority to question the approval of any key or core change request. Maintenance will notify the requester to pick up and sign for their key at Facilities Maintenance, Building 91, Monday through Friday 8:00AM -3:00PM. If a key must be picked up on a weekend day, arrangements can be made to have it available at the Police Station with 2 days advance notice to Facilities Maintenance. The key will only be released to the person on the key request form, and they must provide a photo I.D. Keys cannot be issued by mail.

Adopted: 8/21/07

Keys will be held for twenty (20) days, after which a new request must be initiated. A copy of the key request will be sent to the Police Department and the employee's department for their records once the employee has been issued their key(s).

All keys need to be returned to Facilities Maintenance, Building 91, if transferring to another department or leaving the University. Reissuing keys internally within a department is not permitted. Keys will be issued only for functional needs, not for convenience; and when function changes, old keys must be returned before new keys will be issued.

NOTE: Facilities Maintenance, Building 91, uses a TMA Lock & Key Module that works in conjunction with the Maintenance Management Work Order System.

3. Lock Changes: Requests for lock changes will be submitted to the University Police Department. This request will state the reason for the request; indicate the lock(s) and level of access. The request will be submitted by the Dean, Director, Department Head or designated person within department. The Police Chief or his/her designee in consultation with the Director of Facilities Management or his/her designee will make the determination as to the appropriateness of implementing the lock change.

Key issuance will follow the same procedure as identified herein. Emergency lock changes will be coordinated by the University Police and the Facilities Management "Work Control Center" desk with all supporting documentation required.

The University of West Florida is undertaking a multi-year program of implementing a new key and lock system. When a building is converted to the new system current grand master key will not operate the building locks. Grand masters (opens multiple buildings) for the new system will be issued only to University Police and the locksmiths in Facilities Management. Building Masters (opens all locks within a building) will be available for sign-out in Building 19 University Police Office and Building 91 in the Facilities Management Lock shop. Typically Building Masters are not issued to individuals. In rare occasions exceptions can be made if the request includes a detailed justification of why a Building Master is needed and the request is approved by the appropriate Dean or Vice President. A Building Master is not a substitute for opening several doors in one building, if this is required a key request for each door which needs access should be submitted.

**Housing key distribution is not subject to this procedure. The procedure for keys for occupancy to on-campus housing is defined in the Residence Hall manual.**

**Responsibility of the Key Holder**

4. Lost Keys: Persons who lose keys must report such a loss to the University Police immediately, and then submit a new request for replacement keys. The cost for replacement keys are: Master Key - \$30.00 and Task Keys - \$20.00. The cost of rekeying sensitive (i.e. chemical storage rooms, photography lab, etc.) areas due to a lost key will be estimated and charged to the key holder and if not collected, will become the responsibility of the department. A copy of the key request form must be returned indicating the key was lost.

5. Transfer of Employment: Individuals moving to another building/department must return all keys to Facilities Maintenance, Building 91. Employee will need to follow the same procedures as stated under item #2 above regarding "Issuance of Keys".

6. Termination of Employment: Individuals leaving the University of West Florida must return all keys to Facilities Maintenance, Building 91. Keys remain the property of the University of West Florida. Employees must have the "**Separation Clearance Form**" issued from the Department of Human Resources fully executed. Failure to do so will result in withholding issuance of final payments due the employee until the keys are returned. If the key holder is a student, transcripts can be withheld and/or employment references not given until keys are returned. If for any reason these measures do not work, the department will be assessed a charge for key replacement and rekeying of area as necessary.

7. After hours and maintenance entrance doors are established for each building by the Department of Facilities Management. Exterior doors are keyed separately from interior doors. Keys for these doors are the only keys that will be issued for exterior doors, except to the University Police Department, Locksmith, and those individuals explicitly charged with the responsibility of opening and locking the building's exterior doors.

8. Custodial closets, mechanical, electrical, and I.T.S. Telecommunication rooms are secured spaces that are accessible to those individuals charged with Facilities Services responsibilities. No other keys will be issued for these spaces.

9. Padlocks, cabinets, desks, and files keys: All keys for cabinets, padlocks, desks, or file cabinets (University property) must be submitted via a work order on Nautical to Facilities Maintenance. All records of these keys will be maintained at the department level and not at the Police Department. There will be a \$60.00 fee for padlocks.

10. Grand masters (Opens multiple buildings): In buildings that have not been re-keyed; no grand masters will be issued to anyone. Personnel requiring access to grand master keyways are the locksmith, selected utility personnel, I.T.S. service engineers, and campus police. Secure key cabinets will be located in I.T.S., Maintenance, Utilities, and the Police Department with a sign-out log.

In buildings that have been re-keyed, grand masters will be available only to University of West Florida Police and Facilities Management Locksmiths. Building masters will be available in secure key cabinets located in I.T.S., Maintenance, Utilities, and the Police

Department with a sign-out log. Typically Building Masters are not issued to individuals. In rare occasions exceptions can be made if the request includes a detailed justification of why a Building Master is needed and the request is approved by the appropriate Dean or Vice President. Due to the sensitive matter of possessing a Building Master and because of security issues, during October of each year Building Masters Keys will be audited to account for all Building Master Keys issued. A visual inspection of keys will be required, notices of when and where the inspections will take place, the notices will be sent out to the individuals who have been issued Building Master Keys.

11. Keys issued on a permanent basis should be retained in the sole possession of the authorized individual, not to be loaned to other faculty, emeritus faculty, staff, or students. This authorized individual is responsible for all keys issued to him/her. Keys are to be returned to the Facilities Maintenance clerk's desk for leave without pay and leaves longer than a semester except for sabbaticals and Professional Development Leaves.

12. Graduate and Undergraduate Students: Keys will be issued for the term of employment with responsibility equal to full-time University employees. For these students, key issuance will be on a daily shift basis (Natatorium & Fieldhouse) or for the term of employment using the same accountability of academic records being held at the Registrar's Office until return of key(s). Each faculty member is to submit a written list of authorized students with the key request form each semester. No building master keys will be issued under any circumstances.

13. Keys for high security areas will be kept in a key cabinet at the University Police Department and signed out to authorized persons. "Key is to be signed out at University Police Department" should be indicated on the key request form. A student may be required to relinquish their ID during possession of the key(s) on a daily basis. If a student's status changes such that he/she becomes unauthorized for the key(s), the Police Department is to be notified immediately.

14. Graduate Assistants or Graduate Teaching Assistant: Keys will be issued for the duration of the assistantship. Each faculty member must submit a key request form for the graduate assistant through the approval procedure, but the graduate assistant must personally sign and receive the key(s) if approved. If the graduate assistant's status changes such that he/she becomes unauthorized for the key(s), the Police Department is to be notified immediately. A "hold" on the graduate assistant's academic records will be placed with the Registrar on receipt of the key by the graduate assistant, and will be released upon return of the key to the Police Department. The "release of hold" for a variance for a transcript or scheduling purposes can be issued only by the approval of the Police Department.

15. Vendors: Keys for after hour doors to get into buildings when locked must be signed out at the University Police Department. Keys must be returned on a daily basis. Departments responsible for the contract with the vendor must notify the Police. No keys will be issued to persons without notification to the Police of the company name,

individual name, purpose of visit, and building(s) to be entered. This notification must be received during Monday through Friday 8AM to 3PM.

16. Consultants and Contractors: There will be a key box and check-out log located at Facilities Maintenance and University Police for consultants and contractors to pick up and return keys. Between the hours of 7:00 a.m. – 3:30 p.m., the main pick up/return point is Facilities Maintenance, Building 91, and after 3:30 p.m., the consultant or contractor will need to pick up or return keys to University Police, Building 19. All building, equipment, and furniture keys shall be turned over to Facilities Maintenance upon completion and/or acceptance of the construction project.

17. Locksmith's Shop Key: This key is off all masters. Only the Locksmith and his/her immediate supervisor have this key.

18. Discretionary Revisions: Should specific issues arise requiring clarification and/or modification to this procedure, the Chief of Police will be responsible to reach consensus with the Director of Facilities Management and the Building User. Upon approval by the Associate Vice President of Facilities Services and the Vice President of Administrative Affairs, the Director of Facilities Management will be responsible to update and distribute the revised procedure.

**Developed by:**

**F. Baker Melson  
Director  
Facilities Management**

**Approved by:**

**John Warren  
Chief  
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