



POLICY

University Key Control Policy

SUBJECT: Key Control Policy

RESPONSIBLE UNIT: Department of Facilities Management (DOFM)

REFER QUESTIONS TO: Maintenance Manager
DOFM Central Customer Services, 510-885-3794

EFFECTIVE DATE: September 19, 2008

APPROVED BY: David Cain, PhD, Associate Vice President,
Facilities Planning and Operations

DISTRIBUTED TO: The Campus Community

I. PURPOSE/DESCRIPTION

The University Key Control Policy establishes a system for accountability of keys and for promotion of campus security. This security is maintained by a systematic policy of limited access. All keys issued must be justified by need.

Keys are issued to employees so that they may carry out their responsibilities, protect their assigned research, and secure University property. Keys will be issued to graduate students and other students where need is justified for the conduct of research or for studio use.

The Associate Vice President for Facilities Management & Planning has the responsibility for key control of all University buildings. Inquires regarding this policy should be directed to that office. The Associate Vice President may delegate the key control of individual buildings to Building Key Representatives. An annual key inventory will be made.

Facilities Management/Locksmith has the responsibility to issue all keys and to accept the return of keys. Facilities Management/Locksmith is the only department authorized to install a locking device on University property.

II. PROCESS

Employee Key Authorization, Retention, and Return

A. All Key Request Forms require the approval of the Department Chair or Office Manager (for administrative offices) and the Building Key Representative.

B. The signed Key Request Form should be submitted to Facilities Management/Locksmith.

C. University personnel are responsible for all keys issued to them. The following statement of understanding will be signed by all persons receiving a key:

“I hereby acknowledge that I have taken possession of the State key(s) listed on this card. If any key(s) assigned to me is found to be missing, I agree to report the circumstances immediately to Facilities Management/Locksmith.”

“I further understand that all keys assigned to me must be returned to Facilities Management/Locksmith upon separation from my department or from California State University, East Bay.”

D. Keys are to be returned to Facilities Management whenever an employee’s work responsibilities no longer require use of the key or the employee separates from the University. Separation may be for termination of employment or for other reasons, such as leave of absence for more than nine months. When directed by the University Payroll Office, employees file the “Separating Employee Clearance Sheet” and submit their key(s) to Facilities Management/Locksmith as part of the separation process.

E. Inquiries regarding these procedures should be directed to the Office of the Associate Vice President for Facilities Management & Planning.

F. Key Request Forms can be obtained from the ABA Website

G. Report all discrepancies to Facilities Management/Locksmith

Building Master Keys

Building Master Keys opens almost all locks in a specific building.

A. Key Request Forms for Building Master Keys require the additional approval of the Associate Vice President for Facilities Management & Planning. While on campus building master keys must be kept in a secured location.

B. Department Chairs and Office Managers, who request Building Master Keys for their staff, must develop and document procedures that will ensure the Building Master Keys will not leave campus unless on work related assignment. When the Building Master Keys are left on campus, they must be kept in a secured location. A copy of these procedures must accompany any request for a Building Master Key.

Duplication and Use of Keys

All keys are the property of the State of California and may be duplicated only by the University locksmith. It is a violation of California Penal Code, section 469 for an individual or a non-university locksmith to duplicate a University key or possesses a non-authorized key.

- A. ***No keys are to be transferred.*** To obtain a key, all employees must follow the procedures described above in the section titled ***“Employee Key Authorization, Retention, and Return”***
- B. Under no circumstances are keys to be visibly identified by room number, room name, or any other transparent means.

Missing and Stolen Keys

- A. Missing keys are to be reported to Facilities Management/Locksmith. When approved by the Building Key Representative, a duplicate key will be provided at no charge. (Use Key Request Form)
- B. Key(s) known or suspected to be stolen must be reported to University Police Department and to the Department Chair or Office Manager, as well as to Facilities Management/Locksmith.

Student Key Authorization, Retention, and Return

- A. Students may be authorized keys on a limited-time basis. Student keys must be returned at the end of the term(s) for which they are authorized and at any such time that enrollment is discontinued.
- B. Key Request Forms (available from the Department Secretary) must include the endorsement of an instructor and approval of the Department Chair and Building Key Representative. Authorizations are not to be given for rooms to which access must be limited for reasons of security or confidentiality.
- C. A mandatory key deposit of \$20.00 will be required for each student key issued. This deposit is to be made at the Cashier’s Office. Receipt for payment is to be attached to the Key Request Form prior to submission. This deposit is refunded to the student when the key is returned to Facilities Management/Locksmith. Students have 30 days after the end of the quarter to request a deposit. Failure to return a key will result in forfeiture of the deposit.
- D. The signed Key Request Form should be submitted to Facilities Management/Locksmith.
- E. Disabled Students, who have special access needs requiring a key, must contact the Student Disability Resource Center (SDRC) for assistance. The SDRC staff will review the student’s circumstances and, if appropriate, request a key on behalf of the student.

Key Inventory

A. Facilities Management/Locksmith maintains a data base system of keys that have been assigned to individuals. The data base can be used to generate a report of individuals who have been assigned a key which permits them access to a particular room in a building under supervision of a Building Key Representative.

B. Using this report, the Building Key Representative can:

1. Reaffirm the need for keyholders to have their key(s)
2. Verify that keyholders have all keys assigned to them.
3. Report all discrepancies to Facilities Management/Locksmith

III. RELATED FORMS AND INFORMATION

Visit the ABA Web site to obtain a copy of the *Key Request Form*.