

## **STANDARD OPERATING PROCEDURE # FDO 3.219**

### **Subject: Key Requests, Issuance and Control**

**Procedure/Purpose:** To articulate UWF procedures 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 to University properties while limiting access to only authorized personnel. Additionally it is used to maintain a current inventory of keys issued, and to ensure the recovery of keys from those persons no longer authorized to have access to University properties.

1. **Key Requests:** Key requests will be submitted using the JIRA system (<https://jira.uwf.edu/servicedesk/customer/portal/72>). All requests for building keys, 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 the department. Upon approval, the request will automatically forward to University Police and then to Facilities Maintenance for approvals. Once all approvals have been obtained, the request will be printed and delivered to the locksmith for key(s) to be cut. Making of the key(s) could take three to five days and will be processed on a first come first serve basis. Multiple copies of the same key will not be issued to one person. If you need assistance with your request, please call Facilities Maintenance at ext. 2341.
2. **Issuance of Keys:** All requests for building access, individual lock key, or building master keys will be electronically sent to the University Police Department, via JIRA. Building Masters Keys will require an approval letter on letterhead from the department head through dean or vice president. This letter can be attached to the JIRA key request. Master Key requests for OPS personnel will be approved on a case by case basis. The Police Department will have the authority to question the approval of any key. Maintenance will notify the requester electronically via JIRA to pick up and sign for their key at Facilities Maintenance, Building 91, Monday through Friday, 8:00AM to 12:00 PM and 12:30 PM to 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 nautilus card for I.D. Keys will not be issued by mail. 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 (via Key Holder) 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.

**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**

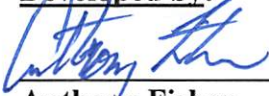
3. **Lost Keys:** Persons who lose keys must complete and provide documentation of the following three actions before new keys can be issued. 1. Report lost keys to the University Police immediately and complete a lost property report (provide case number to Facility Maintenance). 2. A Lost Key Form located in MY UWF (<http://uwf.edu/media/university-of-west-florida/offices/facilities-development--operations/docsfdo/Lost-Key-Form.pdf>) must be filled out and taken to the Cashier's Office along with the payment of key(s) (provide copy of paid invoice to Facility Maintenance). 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. 3. Submit a new request for replacement keys. A new key(s) will be issued once the lost key(s) have been removed from the system.
4. **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".
5. **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.
6. **After hours and maintenance entrance doors** are established for each building by Facilities Maintenance. 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.
7. **Custodial closets, mechanical, electrical, and, Information Technology Services Telecommunication rooms** are secured spaces that are accessible to those individuals charged with Facilities responsibilities. No other keys will be issued for these spaces.
8. **Padlocks, cabinets, desks, and file keys:** All keys for cabinets, padlocks, desks, or file cabinets (University property) must be submitted via a work order on MY UWF (<https://mainthelp.argo.uwf.edu:11011/>) 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 fee passed on to the department for materials required. High security padlocks are available for a fee of \$100.00 and require a key request submitted via JIRA.

9. **Grand masters (Opens multiple buildings)**: Grand masters will be available only to University of West Florida Police and Facilities Maintenance Locksmiths. Building masters will be available in secure key cabinets located in Maintenance, with a sign-out log.
10. **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.
11. **Keys for high security areas** will be kept in a key cabinet at the University Police Department and signed out only 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.
12. **Graduate Assistants, Graduate Teaching Assistant or Undergraduate Students**: Keys will be issued for the duration of the assistantship. Each faculty member must submit a key request form for the graduate assistant / student through the approval procedure, but the graduate assistant / student must personally sign for and receive the key(s) if approved. If the graduate assistant / student's status changes such that he/she becomes unauthorized for the key(s), the Police Department is to be notified immediately. The requesting department is to place a "hold" on the graduate assistant's / student's academic records with the Registrar on submittal of key request, and will be released upon documentation of key returned to Facilities Maintenance. The "release of hold" can be issued only by the approval of the Facilities Maintenance.
13. **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.
14. **Consultants and Contractors**: There will be a key box and checkout log located at Facilities Maintenance for consultants and contractors to pick up and return keys. Between the hours of 7:30 a.m. – 3:00 p.m., the main pick up/return point is Facilities Maintenance, Building 91. Departments responsible for the work required by the Consultants / Contractor must notify Facilities Maintenance. No keys will be issued without prior notification. Arrangements can be made to return keys to University Police, Building 19, after 3:30. All building, equipment, and furniture keys shall be turned over to Facilities Maintenance upon completion and/or acceptance of the construction project.
15. **Locksmith's Shop Key**: Only the Locksmith and his/her immediate supervisor have this key.

16. **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 Superintendent of Facilities Maintenance and the Building User. Upon approval by the Associate Vice President of Facilities and Operations, the Superintendent of Facilities Maintenance will be responsible for updating and distributing the revised procedure.

**Developed by:**

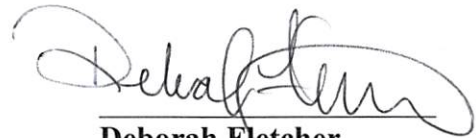


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