

Angelo State University

POLICY ON KEYS TO UNIVERSITY BUILDINGS AND FACILITIES

Revised December 12, 2000

Angelo State University will furnish keys to University employees only through the procedures specified in this policy. Keys will be issued only to authorized persons on an individual basis, and the person receiving the key(s) shall be fully responsible for such key(s).

EMPLOYEES ELIGIBLE TO RECEIVE KEYS

Only regular University employees who work half time or more may be issued keys, unless special approval is obtained in writing from the appropriate Dean and/or Vice President. Other than for very compelling reasons, keys will not be issued to student employees, temporary and/or casual employees. With the exception of individual door keys specifically issued to a student employee through authorized channels, student possession of keys to University facilities is prohibited. As a general rule, outside door keys will not be issued to students or classified staff. Any exceptions to this provision must be based upon a strong justification and must have the prior written approval of the appropriate Vice President or President.

PROCEDURES FOR ISSUANCE OF KEYS

Before keys will be issued to any University employee, the Academic or Administrative Department Head must submit a written request for keys to the Director of the Physical Plant Operations on a Key Authorization Card.

Department Heads must limit the issuance of keys to those employees who must have them to carry out their regularly assigned duties and responsibilities. Keys will not be issued for occasional or random use. Multiple keys will not be issued to any employee for subsequent re-issuance to any individual, whether a University employee or a student.

Department Heads have the authority to sign key access cards for their areas of responsibility only. If keys are needed to another department's area(s), approval will have to be obtained from that Department Head and the appropriate Dean on a Key Authorization Card.

It is the responsibility of the employee to pickup the keys at the Physical Plant Locksmith Shop once approved. The Physical Plant does not deliver keys except in emergency situations or extenuating circumstances and delivery must be approved by the Plant Director or his designee.

REPRODUCTION OF KEYS

Each key issued is for the exclusive use by the individual designated on the Key Authorization Card, and the key shall not be reproduced or provided to any other individual for their use at any time, including temporary or emergency purposes. The reproduction of University keys is prohibited except by the University Locksmith designated by the Director of Physical Plant Operations. Employees who violate this policy or who reproduce keys or allow them to be reproduced without authorization shall be subject to disciplinary action and/or possible termination of employment. Students who violate this policy will be subject to disciplinary action and/or dismissal from the University. If it is determined by the University that keys were illegally reproduced and the security of University facilities has been jeopardized, the person who reproduced the keys will be responsible for the cost of re-keying.

MASTER KEYS

Requests for building master keys must be submitted in writing with a strong justification as to why such key is required. All such requests for building master keys must be reviewed and approved by the appropriate Vice President and by the President of the University prior to the submission of such request to the Director of the Physical Plant Operations. As a general rule, building masters will not be issued.

DESIGNATED ACCESS TO BUILDING AFTER CLOSING, WEEKENDS AND HOLIDAYS

All University buildings will be open during designated hours throughout the week. After normal hours when a building is secured, there will be only one designated outside entrance door to that building. Authorized individuals requiring access after the building is secured must have a key to the designated door for that building.

LOSS OF KEYS

The loss of a key or keys must be reported immediately by the individual to the Department Head. The Campus Police and Physical Plant Locksmith will be notified immediately in writing via e-mail of the loss. Failure to report such loss of keys will be a serious violation of University policy and may result in disciplinary action and/or termination. Specific key(s), if lost or stolen, may result in monetary costs above and beyond that listed below.

Any individual who loses University keys or has them stolen due to negligence as determined by the appropriate Vice President, Dean or Director will be assessed the following charge for EACH such key:

Building Master Key	\$150.00
Department or Floor Master Key	\$100.00
Outside Door Key	\$100.00

Interior/individual Room Key	\$ 50.00
Post Office Box Key	\$ 25.00
Padlock or Gate Key	\$ 25.00
Secured (Alarmed Room) Key	\$100.00
Student Dorm Room Key	\$ 25.00

Keys will not be reissued to the individual until all charges have been paid and a written statement is submitted to the Physical Plant by the appropriate Dean or Vice President.

Replacement keys made by the Physical Plant Locksmith outside of normal working hours will be subject to an additional charge of \$25.00.

Departments that require re-keying of doors due to the negligence of their staff, faculty or other employees in their department will be subject to hourly charges of \$35.00 per hour by the locksmith and \$10.00 per lock. Estimated charges will be provided by the Physical Plant when the request is made to have the locks changed.

RETURN OF KEYS UPON TERMINATION OF EMPLOYMENT

At the termination of employment, an employee must return to his/her immediate supervisor all keys, which have been issued to the employee, before a final paycheck will be issued. It is the responsibility of each Department Head to contact the Physical Plant Locksmith to determine which keys have been issued to the employee, to obtain the keys from the employee, and to return the keys to the University Locksmith.

ANNUAL KEY INVENTORY

Annually, around April of each year, an inventory of all keys issued in each department or division of the University will be prepared by the University Locksmith and disseminated to each Department Head, Director, Dean or Vice President for review. All keys to University buildings and facilities must be re-authorized for the subsequent year by the administrator responsible for the initial authorization for issuance of the keys. It shall be the responsibility of the administrator to see that all keys not re-authorized for use during the subsequent year are collected at the proper time and forwarded to the University Locksmith. It will also be the responsibility of the administrator to monitor, on a semester basis, the keys which have been issued to student employee(s) and to collect such key(s) at the end of the semester or summer term when the student employee(s) will no longer be employed in the designated department or division. If the student leaves the University without turning in his/her keys, the department will be responsible for all re-keying charges as indicated under the section "Loss of Keys."

INITIAL ISSUANCE OF NEW KEYS

After consultation with the appropriate Dean and/or Vice President through administrative channels, the head of the department or division will recommend the doors and rooms in buildings to which faculty, staff and selected student employees are to be

provided access in accordance with this University Key Policy.

Each Department Head must submit a complete listing of his/her recommendations to the appropriate Dean and/or Vice President using the Key Authorization Card for each employee specifying the specific keys to be issued.

ISSUANCE OF KEYS TO CONTRACTORS

Any contractor providing services on the ASU Campus will check out keys at the Office of the Physical Plant through the University Locksmith. Approval must be given by the Plant Director or Assistant Plant Director. Contractors will be required to complete a Contractor Key Issuance Form before keys will be issued. Contractors shall return keys to the Physical Plant Locksmith on a daily basis by 4:45 p.m., unless specific arrangements have been made with the directors of Physical Plant and the Department Head utilizing the services of the contractor.

ISSUANCE OF KEYS TO PHYSICAL PLANT EMPLOYEES TO PERFORM MAINTENANCE ON UNIVERSITY PROPERTIES

The keys necessary to perform normal and routine maintenance on University facilities will be issued to Physical Plant employees only with approval by the directors of the Physical Plant. Building Master keys are sometimes required to effectively and efficiently complete maintenance tasks and will be issued with approval from the Plant Director and the Vice President for Fiscal Affairs.

KEYS TO STUDENT DORM ROOMS

Spare keys to student dorm rooms are kept in locked and secured cabinets at each dorm and are controlled by the Dorm Resident Assistant. Students who have lost or stolen keys will report the loss to the Area Coordinator or Resident Assistant. The Dorm Director will issue a replacement key and notify the Physical Plant Locksmith on the next regularly scheduled work day. All lost, broken or stolen keys for dorm rooms will be handled by the Housing Area Coordinator or Resident Assistant, unless replacements are not available. If after hour replacements are not available, the Housing Department will be liable for after hour locksmith charges.

It is the responsibility of the Dorm Resident Assistant, Dorm Director or Area Coordinator to control and maintain the necessary spare keys for all dorm rooms in the event of after hour key losses.

PERSONAL LOCKS AND KEYS

At no time should an employee or student use personal locks and keys on University facilities that restrict access to public/private areas, equipment, file cabinets and/or University property. The University Locksmith will keep a minimum of one spare key to every lock on campus. However, employees can lock up items in toolboxes, lockers and

cabinets that contain the employee's personal property and do not contain University property that may need to be used or accessed by others. If locks are found on University property for which we do not have keys and they limit the normal functioning of the University, the locks will be removed in the presence of a University Police Officer.

The Physical Plant will not remove personal locks without the written approval of the Department Head or Dean and the University Police.

REQUEST FOR BUILDING, ROOMS, OFFICES AND GATES TO BE UNLOCKED

Requests for buildings, offices, rooms or gates to be unlocked for special events outside of normal operating hours should be submitted in writing to University Police with a minimum of 48 hours notice. It is the responsibility of the department making the request to notify University Police. The Physical Plant will not be responsible for unlocking buildings.

Employees, who locks themselves out of their office, room, etc. should call the Physical Plant Locksmith during normal working hours or call University Police for after hour needs. Identification will be required before the area is unlocked.