

KEY CONTROL AND LOCK PROCEDURES

Purpose and Scope:

These procedures are established to regulate issuance, control, accounting, and return of all keys under the master key system utilized by Radford University (RU) to control access and security to all facilities.

A. Authority and Responsibility

The Department of Facilities Management, through its Key Control administration, is authorized to initiate, through the Vice President for Business Affairs, steps needed to implement these procedures. This department is responsible for maintaining all key and core records, cutting keys, combination cores, providing all office forms used for the system and issuing periodic reports as required.

B. Approving Authorities

The President, Vice Presidents, Deans, Directors, Department Heads, and others who may be delegated the authority, are authorized to approve key issues to full-time faculty/staff employees. The user department will be responsible for costs incurred to restore security to an area when a key is lost. They will also be responsible for verifying the physical existence of keys they have authorized and the continuing need for those keys.

Replacement Costs

Upon receiving notice of a compromised area due to lost or stolen keys Facilities Management will:

- 1) Replace all affected cores.
- 2) Re-issue keys to open the affected cores.
- 3) Compute the total labor and materials cost and bill the responsible department.

C. Authority and Responsibility of Key Recipients

Individuals having custody of University keys are authorized to use them for access to their work areas. All keys issued on a permanent basis should be retained in the possession of the person to whom issued at all times.

Department heads or their designees are responsible for reporting lost keys immediately and for returning keys to Facilities Management when they are no longer needed.

All keys remain the property of Radford University. Obsolete and unneeded keys must be returned to Facilities Management for disposal and for clearing the employee of all responsibility, and the liability of the authorizing department.

Keys used by Adjunct Faculty or Graduate Students

- Departmental keys will be used within a department. They will remain secured at the University after working hours. These keys are normally used during departmental working hours and are not to be taken home.

A fulltime faculty or staff member of the department will have custody of these keys and be responsible for them.

- If a department head decides to issue a key out temporarily to an adjunct faculty or graduate student, the department head or designee is responsible to maintain internal records to be able to account for all keys issued within their department.

The department head or designee will be recorded by Facilities Management as the owner of the keys and should keep updated records of who has the key at all times.

D. General Conditions

All RU property, except office equipment, will be secured by locks having the capability of being cored to the university master system. Any exception must be approved by Facilities Management Key Control.

Individuals' assigned custody of departmental keys may request and receive more than one key to a particular area. All other personnel are limited to one key per room or area.

E. Vendors Needing Access to Areas of the University

Vendors needing access to areas of the university (telephone, elevator, vending, etc.) will be issued keys through the department involved, with the director's approval. The department requesting the keys will be responsible for costs of securing the area should the key be lost.

F. Sanctions

Failure to report lost or stolen keys or possession of a duplicated or unauthorized key will result in appropriate disciplinary action.

KEY CONTROL PROCEDURES

To Request Keys, Change Locks, or Transfer Responsibility

- A. Download a key request form at <http://www.radford.edu/~fac-man/>
- B. Complete and forward to the approving authority to provide approval, and forward valid request to Facilities Management's Key Control.
- C. Key Control personnel will verify the approving signature(s), cut the key(s), and/or change locks, and record the changes in the database.
- D. When the key/lock request form is completed, Facilities Management will notify the department or requestor that the key is ready to be picked up at Facilities Management (Work Control) by the individual receiving the key.
- E. Key Control will retain the key/lock request form containing the signature of individual receiving the key.
- F. A database will be maintained by Key Control that records each key issued the individual who was issued the key, and the responsible department. Annually, a report will be sent out to each department to inventory keys.
- G. Key transfers will be permitted. However, in order to avoid mistakes, paperwork should be initiated as soon as possible. The authorized key request must be sent to Key Control. The transfer will be recorded in the database.
- H. Request forms not properly submitted will be returned to the requesting department.

Current Key Charges

New Core or Recombinate an Existing Core	\$12.00
New Key	\$ 2.00
Replacement Key (Because of Wear or Damage)	No Charge
Replace Worn Core (Normal Wear)	No Charge

All key blanks and materials furnished by Facilities Management Key Control