



UNIVERSITY OF NORTH FLORIDA

| Policy Number | Subject | Effective Date | Revised Date |
|---|----------------|----------------|--------------|
| 6.0040P | UNF Key Policy | 05/2004 | 10/2006 |
| Responsible Unit/Division: Administration & Finance | | | |
| <input type="checkbox"/> New Policy Proposal <input checked="" type="checkbox"/> Major Revision of Existing Policy <input type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy | | | |

I. OBJECTIVE & PURPOSE

To provide building security for persons and property through the control of keys issued, to assure appropriate access to work areas by employees in buildings on the University of North Florida campus, and to allow unrestricted access by University Police and authorized University personnel to all campus areas for reasons of security, safety and health.

II. AUTHORITY

Florida Statutes 1001.74 and 1001.75 establish the powers and duties of the University boards of trustees and presidents, respectively. FS 1001.74 (6) requires University presidents to act as custodians of all University property. FS 1001.75 (6) assigns responsibility for the use, maintenance, protection and control of University-owned property, buildings, grounds and equipment to each board of trustees.

At UNF, Physical Facilities is responsible for the management of the University keying systems. That responsibility includes controlling the production, storage, and issuance of keys; the replacement or re-keying of lock cylinders; the acquisition of new keying systems; the maintenance of accurate records; and the cataloging of and adherence to key issuance authorizations.

III. STATEMENT OF POLICY

This policy does not apply to University Housing.

The Lock Shop is the Physical Facilities office responsible for administering the key policy. This office is located in Room 1206, University Support Services Building 6.

All keying used in University facilities must be compatible with current keying systems. The Intellikey system is the preferred UNF standard and new or replacement locks/keys should be reviewed for this application. Requests for exceptions to the current system must be submitted with written justification, to the Director of Physical Facilities. This includes all UNF properties used by contractors.

Individual employees are responsible for the keys issued to their possession and for the security of the spaces these keys control. Spaces must be locked by the users, as appropriate, to maintain security and prevent loss.

A. KEY LEVELS/REQUIRED AUTHORIZATIONS

Great Grand Master Key: Provides total access to all buildings within a particular lock system on campus. Authorization for this key is granted by the University President and the Vice President(s) that have ownership of the building. (See attached sample format for Presidential approval.)

Building Grand Master Key: Provides access to all spaces within an individual building. The issuance of this key is restricted to persons authorized by the Director of Physical Facilities and the Vice President(s) that have ownership of the space(s).

Building Sub-Master Key: Provides access to a group of rooms within a department or building. Authorization for this key will be determined by the Dean, Director or Department Chair.

Change-Key: Provides access to a single room/office/door/etc. within an individual building. Authorization is granted by the Dean, Director or Department Chair.

Elevator and Roof Keys: Provide access to restricted floors/areas of a particular building. Authorization is granted by the Dean(s), Director(s) or Department Chair(s) that have ownership of the space(s), and the Director of Physical Facilities.

B. KEY POLICY BASICS

University Police must have unrestricted access to all campus areas for safety, security and health reasons, through the establishment and maintenance of a master keying system.

All faculty and staff of the University of North Florida will be assured access to their workspace. Keys will be issued directly to the employee requesting the key(s). As key holders, individuals will assume responsibility for the safekeeping and return of University keys. Key holders are responsible for the security of the spaces their keys control. Spaces must be locked by the users, as appropriate, to maintain security and prevent loss.

Keys will not be issued to students, except as approved by the Dean, Director, or Department Chair. A \$40 fee will be assessed to the authorizing department for failure to return a student key.

The Dean, Director or Department Chair authorizing keys within a department will assume responsibility for the key.

The Lock Shop will handle actual key issuance and key return along with the related key paperwork and record keeping.

Stolen keys will not be replaced until a report has been filed with the University Police.

C. CHARGEABLE/NON-CHARGEABLE KEY ISSUES

Original key(s) issued to an employee is (are) not chargeable.

Broken or worn keys will be replaced without charge. Original key parts must be returned to the Lock Shop.

Replacement of stolen keys or failure to return assigned keys will result in charges to the employee identified as the key assignee.

The charges for replacement keys are as follows:

| | |
|---------------------------|------------|
| Change Key | \$ 40.00 |
| Elevator/Roof Key | \$100.00 |
| Building Sub-Master Key | \$100.00 |
| Building Grand Master Key | \$200.00 |
| Great Grand Master Key | \$2,000.00 |

Lock changes required to maintain building security are chargeable work orders. The Dean, Director or Department Chair will submit a Physical Facilities Work Order by e-mail to pfwork or a Service Request through FAMIS, for the change. Be sure to include your Banner Org. number. Please copy the Director of Physical Facilities on any e-mail or Service Request when requesting a lock change.

Students who fail to return keys will cause the authorizing department to pay for lost keys. These students will also be subject to the same restrictions and penalties as students who fail to honor their financial obligations to the University.

D. KEY ISSUANCE

All faculty and staff will be issued keys as needed to access office and/or work areas.

All properly authorized key requests must be submitted on a Key Request Form (attached) to the Lock Shop.

Authorized signatures of appropriate Department Chair/Director, College Dean and/or Vice President must be on the form as required by section A.

The employee who is being assigned the key shall pick up the key in person. They will be required to present picture ID and sign a key signature card.

Physical Facilities will maintain employee key records in its Lock Shop database. The Lock Shop will provide reports of key records as requested by the authorizing agent (i.e. VP, Dean or Department Head), and will work with the various departments to maintain the accuracy of these records as changes occur.

Replacement requests for lost or stolen keys are submitted on the Key Request Form. Keys will be replaced when a copy of University Police report or the report number has been provided to Physical Facilities.

Approved key requests should be submitted to the Lock Shop before 12:00 noon, Monday - Friday to ensure that the key will be ready the following business day (excluding holidays).

All keys must be picked up from the Lock Shop within seven working days from the drop-off time or a new Key Request Form must be submitted.

Key requests that are altered in any manner will not be accepted. Facsimile signatures will not be accepted.

E. KEY RETURN ISSUES

Keys are to be returned when an employee terminates campus employment, retires, transfers to another department or changes room assignments. A Key Return Form (attached) must be completed, signed and submitted to Physical Facilities along with the returned key(s).

Re-keying of a building or a group of rooms will result in employees being required to submit a Key Request Form for each key. The old key(s) must be returned prior to issuance of new key(s).

F. KEY TRANSACTIONS AND FORMS

Requests for keys are submitted on the Key Request Form. Forms may be obtained electronically or from the Lock Shop.

Return of University keys is documented by completing the Key Return Form. All keys must be returned and cannot be transferred. Employees transferring departments, moving to a new office/workspace or leaving the University will record the keys returned and sign the form.

The form will then be verified by the Department Chair/Director or Dean. The form, along with the keys, will be sent to the Lock Shop for verification of records and restocking.

University keys may be signed out on a temporary basis to contractors working on campus projects. The Project Manager will determine the need and number of keys to be issued. Keys must be returned before final payment is made to the contractor. Contractors are responsible for the cost of any re-keying that must be done due to lost or stolen keys.

G. RECORD KEEPING

Physical Facilities shall maintain records of all keys issued for all campus buildings. Physical Facilities shall maintain a security software system, which records building key data and employee key records.

Physical Facilities will generate key audit reports on an as-needed basis and as approved by the Director of Physical Facilities and as requested by director level or above. This request will be submitted through e-mail to pfwork or self-service request in FAMIS.

H. DUPLICATION OR UNAUTHORIZED TRANSFERRING OF KEYS

No person may duplicate a University key or be in unauthorized possession of a University key. Keys in the possession of an unauthorized person will be confiscated. Only Lock Shop personnel shall replace or repair a University lock or security device. Physical Facilities is the only department authorized to make and issue keys.

I. HIGH SECURITY AREAS

For reasons of safety and security, University Police must maintain access to all University areas. It is essential that all areas remain on the Master Key system. When increased security is required, please contact Physical Facilities for assistance.

J. AUDIT

Deans, Department Heads or Chairpersons will perform annual audits to verify the keys issued under their approval. The information obtained from this process will be provided to the Director of Physical Facilities and the appropriate Vice President. Missing keys will be subject to the charges listed in section C, above.

University of North Florida
Physical Facilities Key Request Form
Bldg. 6 Room 1206
Lock Shop Hours are 8:00 am to 3:15 pm

Please check one:

Date: _____

_____ Support Staff _____ A&P _____ Faculty
 _____ Part-Time Faculty _____ Student OPS _____ OPS

NOTE: Only Intellikeys will be issued to Part-Time Faculty, Students or OPS employees.

 Type or Print Employee Name

 Employee Signature

 Position Title

 Department Name

Note: Key(s) are issued only to the person requesting key(s). The person receiving the key(s) is responsible for the key(s) and must return key(s) to the Lock Shop when changing department offices or upon termination of employment with the University.

Great Grand Master Key: _____ Building Grand Master Key: _____
 Building Sub-Master Key: _____ Change-Key: _____ Elevator & Roof Keys: _____

of Keys _____ Bldg # _____ Room # _____
 # of Keys _____ Bldg # _____ Room # _____
 # of Keys _____ Bldg # _____ Room # _____

Is this a request for a replacement key? _____ Yes _____ No

If yes, give reason: _____

Contact person: _____ Ext.: _____

Approved by: _____
 Dean, Director or Department Chair
 (Type/Print Name)

 Signature/Date

 Director of Physical Facilities
 (Type/Print Name)

 Signature/Date

Locksmith date key(s) issued: _____

KEY RETURN

Department : _____ Date: _____

Name: _____
Last First MI

Quantity of Keys _____ Bldg/Room _____ Key # _____

_____ Bldg/Room _____ Key # _____

_____ Bldg/Room _____ Key # _____

_____ Bldg/Room _____ Key # _____

_____ Bldg/Room _____ Key # _____

Received by: _____
Locksmith

Signature _____
Person Returning Key(s)

SAMPLE FORMAT TO REQUEST PRESIDENTIAL APPROVAL

TO: John Delaney, President
University of North Florida

VIA: Division Vice President

FROM: Dean, Director or Department Chair

DATE:

SUBJ: Approval of Great Grand Master Keys

We are requesting approval to issue a set of Great Grand Master Keys to:
(name) _____,
(justification of need) _____.

Recommend Approval: _____
Dean, Director or Department Chair

Recommend Approval: _____
Division Vice President

Approved: _____
John Delaney