

<b>University of Prince Edward Island Policy</b>	<b>Policy No.</b> admfm_gnl0003	<b>Revision No.</b> 2
<b>Policy Title</b> Key Control Policy		<b>Page 1 of 5</b>
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<b>Authority</b> VP, Finance & Facilities	<b>Review Date</b> February 1, 2015	
<b>Responsibility</b> Director of Facilities Management		<b>Access</b> W

**1 Purpose and Scope**

1.1 UPEI shall maintain a locking system for the protection of students, staff, faculty, facilities and property while attempting to responsibly balance the sometimes opposing concepts of security and convenience. This policy establishes a framework by which UPEI keys will be issued, monitored and maintained. This policy does not cover keys issued for student residences which are managed through the Residence Services office from September through May and Conference Services from May to August.

**2 Locking System Defined**

2.1 The UPEI locking system shall include all locking devices including campus access gates, door locks, keys, combination devices and all other locking devices, including padlocks and electronic card access devices. All of the above locking system components are the property of UPEI.

**3 Administration of the Locking System**

3.1 The Vice-President of Finance and Facilities is authorized to establish and administer regulations and procedures in order to provide physical security of UPEI facilities and its occupants, and to provide for administration and control of campus keys. The administration of key control shall be delegated to Facilities Management.

**4 Control of Locking Devices**

4.1 Facilities Management shall be responsible for the maintenance of key control, including the issuing of keys, card keys, key control record keeping and lock change authorizations.

4.2 No individual may use personal locking devices, nor may locks be changed or re-keyed without approval from the Director of Facilities Management.

4.3 Unauthorized locking devices will be removed. Any damage or repair necessitated by the removal of unauthorized locks will be the responsibility of the department found in violation of this policy.

- 4.4 Keys to UPEI owned cabinets, lockers, desks, drawers, etc. are not covered under this policy. Keys shall be furnished upon request when available; but the issuance, control and recovery shall be the responsibility of the academic or administrative department head.

## **5 Key Authorization and Eligibility**

- 5.1 Deans, Directors, Chairs or their designates shall be the only personnel authorized to request keys or lock changes within their respective departments. Departmental designates shall have their authority delegated in writing, on UPEI stationary, with the department head's original signature. Copies or stamped signatures will not be accepted. Department heads are requested to carefully consider all requests for keys so that the protection and security of UPEI facilities and property are maintained.
- 5.2 Building entrance keys may be issued to full-time UPEI employees only if the employee's job responsibility requires such assignment as approved by the authorized personnel as described in Section 5.1.
- 5.3 Building master or sub-master keys will be issued to employees having a continuing need for the key(s), only upon the appropriate justification and the approval of the Director of Facilities Management. Individuals accepting custody of a master or sub-master key will sign a statement acknowledging their responsibility for the care, use and return upon retirement, change of title, resignation or separation from the University.
- 5.4 UPEI keys will not be issued to students except upon approval of the Dean, Chair or specific designate. Individual departments will be responsible for allowing student access to their space. The person authorizing key issuance to students must place a date when access is no longer authorized. Master keys will not be issued to a student. Keys must never be loaned or given to anyone not authorized to have the key.
- 5.5 Keys will not be issued to mechanical or electrical rooms in any building, without prior authorization from the Director of Facilities Management.

## **6 Obtaining a Key**

- 6.1 Department heads or their designates will fill out and sign a Key Request Form which is available from the Security Services Office or on the Security Services website.
- 6.2 The Security Services Office will verify the requestor's authority over the area.
- 6.3 All keys shall be picked up and signed for by the individual named on the Key Request Form at the Security Services Office. A UPEI identification card may be requested before receiving the key. The Security Services office is located in the

Central Utility Building. The hours for key pickup are 8:30 a.m. to 3:00 p.m., Monday through Friday, and at other times with prior coordination.

- 6.4 No person shall be issued multiple keys for the same area..
- 6.5 Recipients of UPEI keys will be responsible for their safekeeping and at no time should leave them unattended (i.e., hanging in a door lock, lying on a desk, etc.).

**7 Return of Keys**

- 7.1 All keys, including card keys for electronic locks and elevators, shall be returned to the Security Services Office upon retirement, termination of employment, transfer to another department, or upon the request of the department head or the Director of Facilities Management.
- 7.2 Keys shall not be exchanged between individuals.
- 7.3 Students who are issued keys must follow all University key policies.
- 7.4 Failure to return keys issued to students (non-employee status), will be referred to the Office of the Vice-President Academic. Keys not returned will be treated as lost keys and the department who authorized the student's keys will be responsible for replacement cost, as outlined in Section 10.

**8 Duplication of Keys**

- 8.1 The duplication of keys by anyone other than Facilities Management authorized personnel is prohibited unless authorized by the Director of Facilities Management.

**9 Broken Keys**

- 9.1 Broken keys shall be returned to the Security Services office for exchange for a new key. Broken keys that are not returned will be treated as lost keys as outlined in Section 10.

**10 Lost Keys**

- 10.1 The loss or suspected loss of any key shall be reported to Security Services immediately. The cost of a replacement standard key shall be \$15 per key, plus any additional cost as outlined in Section 10.3.
- 10.2 The loss or suspected loss of a master or sub-master key shall be reported to Security Services immediately. The cost of a replacement master or sub-master key shall be \$50 per key plus any additional cost as outlined in Section 10.3.
- 10.3 The cost for each lock cylinder that is re-keyed in order to restore security, shall be the responsibility of the department who authorized the key. Typically this

- cost is \$80 per cylinder. An individual key may unlock more than one door.
- 10.4 When it is not possible to replace the cylinder, the lock set must be replaced. In this event, the cost is \$290 - \$400 per lock set and shall be the responsibility of the department who authorized the key.
  - 10.5 Security Services shall investigate each incident of lost keys and may authorize lock changes needed because of a breach of security.
  - 10.6 Charges for replacement standard keys, master or sub-master keys, new cylinders, locks and hardware may be appealed to the Vice President of Finance & Facilities who will consider the circumstances of each incident. Refunds for waivers granted will be issued after the review process has been completed.

## **11 Key Checkout-Short Term/Temporary Basis**

- 11.1 Keys needed on a short term/temporary basis may be checked out from the Security Services office. Facility keys will be checked out to a student only if an administrator at the department head or higher level has provided authorization in writing. Master keys will not be checked out to a student. Keys may be checked out at any time; however, keys must be returned the same day they are checked out. ANYONE checking out a key must sign for the key and must leave either their UPEI ID card or their drivers license until the key is returned.

## **12 Contractor Key Checkout**

- 12.1 Contractors WILL NOT be issued a campus grand master key of any type.
- 12.2 Contractors who check out keys on a daily basis will be issued keys that allow minimum required access (e.g., an entry door key and a key to the room where work is to be performed). In some cases, it will be necessary to issue a building master key when more than one area within a building needs to be accessed.
- 12.3 Departments responsible for construction and service contractors will provide the names of contractor personnel who are authorized to check-out keys to the dispatcher by memo or fax. The department will also note the specific contract description and the duration of the contract in the memo or fax.
- 12.4 A list of the authorized contractor personnel will be maintained in the dispatch area. If a person seeking the key is not on this list, a key will not be issued and access to the building will be denied. The dispatcher will require presentation of a picture ID from the person requesting the key to verify authorization.
- 12.5 Contractors who lose or suspect the loss of any key are to report this to Security Services immediately and are responsible for any cost as outlined in Section 10 of this policy.

**13 Inventory**

13.1 An annual inventory of active keys will be conducted.