



## Facilities Management Policy & Procedure #28

**TITLE: PADLOCK KEYING SYSTEM POLICY AND PROCEDURES**

**OBJECTIVE AND PURPOSE:** To establish and implement an effective padlock and key management policy, establish responsibility and accountability among key users; provide legitimate access to authorized users; to establish padlock and key request and issuance procedure; and to establish procedure for return of keys from those persons no longer authorized to have access to establishments or padlock keyed areas

**RESPONSIBILITY: ACTION**

- AREAS COVERED UNDER THIS POLICY**
- ◆ Transformers and vaults
  - ◆ Back flow preventers
  - ◆ Roof hatches
  - ◆ Utility tunnel accesses
  - ◆ Generator tanks

- AUTHORIZED PADLOCKS**
- ◆ Only approved university padlocks with restricted key features will be allowed on the above referenced areas. All keys to these padlocks shall be issued, used and returned according to this policy.
  - ◆ All other areas and establishments secured with padlocks, such as, lockers, caged storage areas inside buildings etc., shall remain the responsibility of the person in charge of the area. The university retains the right to access these non restricted control areas and examine the contents upon request.
  - ◆ Only two (2) standardized padlocks with restricted key way, one type for the all transformers and vaults and the other for all the remaining referenced above shall be installed. The university will not allow the installation of any locking devices, which do not confirm to the approved standard. All other locking devices are not allowed and shall be removed. Locks which are removed shall not be returned nor will claims for reimbursement of cost be considered.

- PROCEDURE FOR REQUEST AND ISSUANCE OF KEYS**
- ◆ Personnel who require access to the padlocked areas must request a key through their department chair, dean/director or supervisor by completing a **Key Request Authorization and Acceptance Form (Attachment "A")** which is also available online.
  - ◆ If the department chair, dean/director or supervisor approves the request, then the request shall be transmitted to the Office of the University Architect & Vice President for Facilities for review and approval by the Infrastructure Committee. Request may take up to 30 days to process and the committee may accept or reject it. Approval shall be based on a need- for- access basis.

Issued By: T. Geleta & Capeletti	Date Issued:5/2005	Date Revised: 11/2010	Effective Date:5/2005
			N/A

APPROVED:	Vice President	Assistant V.P.	Director
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- ◆ The authorizing department is responsible for justifying the need for access; ensuring keys are returned upon an employee relocation, transfer or termination of employment and for maintaining internal written inventory of keys issued in the department.

**KEY CONTROL**

- ◆ The key recipient or the employee is responsible for
  - a) using keys to gain access only to assigned work area
  - b) ensuring that an assigned work area is properly secured when leaving at the conclusion of work
  - c) returning issued keys that are no longer needed
  - d) reporting lost or stolen keys
  - d) paying replacement of lost keys.

**KEY RETURN**

- ◆ A complete official key record will be maintained by the individual assigned by the Office of the University Architect & Vice President for Facilities. The assigned individual will be responsible for the issuances, maintaining records and control of all padlock keys.
- ◆ Duplicating keys is prohibited by this policy and is considered illegal because of its copyright design.
- ◆ Keys that are no longer needed due to transfer, termination, retirement, etc shall be returned to the person in charge of record keeping. If the key is broken the pieces must be returned to the same office.

**LOST OR STOLEN KEYS**

- ◆ Lost or stolen keys must be reported with in 24 hours of discovery or loss to the university police and to the person in charge of record keeping.

**CONTRACTORS AND VENDORS/ TEMPORARY KEYS**

- ◆ Contractors or vendors may be issued a key only upon a written authorization from the Director of Physical Plant. Administrators shall make a written request to the Director of Physical Plant to issue a key to a contractor or to a vendor. The request shall be evaluated as to the need for access and other methods available to provide access without issuing a key. A key is authorized only when no other reasonable means of access is available.

**ATTACHMENTS**

***Key Request Authorization and Acceptance Form – Attachment “A”***

