

## **Key and Lock Control Procedures**

### **Alabama A&M University**

#### **Purpose and Scope:**

These procedures are established to regulate issuance, control, accountability and return of all keys under the master key system utilized by Alabama A&M University in order to control access and security of all University buildings and facilities, including interior and exterior spaces, devices or mechanisms.

#### **Statement of Procedural Oversight:**

It is the duty of Alabama A&M University to provide students, faculty, staff and contractors with a safe and secure environment to the best of its ability. The responsibility and oversight of this key and Lock Control Procedures rests with Physical Facilities, under the authority of the Vice President for Business and Finance.

#### **Approving Authorities:**

The authority of approval of a university key request for all non-master keys and lock core request rests with the director and department heads. Master and off-master key and lock core requests must be approved by the Vice President for Business and Finance, or designee (senior staff level only), prior to production and issuance. Authority to duplicate and produce keys and lock cores rests with Physical Facilities, who authorizes a designated employee to duplicate or produce keys and lock cores from a key request and work order subsequently generated by a representative of Physical Facilities.

Key request forms may be found at the following link on the MyAAMU [aamu.edu/about/administrative-office/facilities/](http://aamu.edu/about/administrative-office/facilities/)

#### **Authority and Responsibility of Key Recipients:**

Once a University key request is received, approved, and the duplication or production of a key or keys has been completed, the requestor will be notified within 3 business days and will be distributed at the University Services Building daily between 9am-11am and 1pm-3pm (An example of a Key inventory Card is displayed on page 4 of this document)

Individuals having custody of University keys are authorized to use them for access to exterior and/or interior work spaces, padlocks, etc. Faculty and staff employee keys are presumed to be issued on a permanent basis and should be retained by the employee to whom they were issued at all times.

Lost or stolen keys must be reported to Physical Facilities immediately. This may be accomplished by calling Physical Facilities at 256-372-4275. Upon receiving notice of key loss or possible compromise of a University space due to loss or theft, The Locksmith will contact Director of Facilities for action, which may include:

1. Replacement of all affected lock cores.
2. Re-issuance of keys to allow access to the affected area(s).
3. Assess financial impacted of the lock core, key replacement, materials and associated labor Costs, as determined by the Director of Physical Facilities.
4. Including financial accountability of department responsible.

All controlled keys and lock cores remain the property of Alabama A&M University. Any employee, who ends employment with the University, whether voluntary or involuntary, must surrender all University property/keys to a representative of Human Resources will deliver all keys collected to the Physical Facilities, for secure storage and potential reissue to new employees.

Obsolete, outdated or unneeded keys must be returned to the University Services building reception desk. Returned keys will be properly signed off on the individual key holders inventory card by date and initials. This will clear the employee of responsibility for the key(s), and the liability of the department in which the employee works. Such keys are returned to secured inventory with Physical Facilities, for safe keeping or disposal.

Master keys and key rings used by staff, vendors and contract employees during work hours shall remain secured on campus after work hours in lock boxes and may not be taken home. This will reduce the University's exposure to unauthorized access or possible loss.

**General Conditions:**

Alabama A&M University property, except office equipment, should be secured by locks having capability to be cored and keyed to the university master key system. Exceptions must be approved by the VP for Business and Finance, or designee (senior staff level). Keys must not be duplicated by anyone other than an authorized university employee.

**Vendor/Contractor Access to University areas:**

Vendors and contractors needing access to areas of the university (telephone, elevator vending, fire safety and building contractors) may be issued keys through Physical Facilities with proper approval. Loss or misuse of such keys will require the university to take appropriate action(s) to protect assets. Replacement of lock cores, keys and related costs will be the responsibility of the vendor or contractor causing the issue.

**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, Transfer Responsibility**

- A. Access the Key Request form at [Aamu.edu/about/administrative-office/facilities/](http://Aamu.edu/about/administrative-office/facilities/)
- B. Complete electronic form and submit for approval.
- C. A representative of Physical Facilities receives the request- Department Heads approves requests for non-master key(s)- forwards request with Work Order to Locksmith for action (produce/cut key or keys).  
Note: Master and off-master key and/or core requests require the approval of the VP of Business and Finance, or designee (senior staff level only). Physical facilities will Facilitate the process.
- D. When the key request is fulfilled, the key(s) will be delivered to the University Services reception desk. The requestor is notified that the key(s) is ready to be picked up.
- E. The individual requesting the key(s) signs a key inventory card containing details of the key(s) and policy information. Key is issued.
- F. Physical Facilities retains key inventory cards and key information for all employees and students.
- G. A database is being developed to allow electronic and physical capture of key control records. This will also permit regular reports to be distributed to individual departments for key inventory and possession.
- H. Key transfers are permitted, however, to maintain accountability, proper inventory control, and avoid mistakes, a key request should be initiated as soon as possible. The transfer of keys must be properly recorded and no key exchanges should take place without being documented by Physical Facilities.
- I. Any submitted key request form that is incomplete will be returned to the requestor for additional information prior to submission for approval.

### **Current Key and Core Charges:**

New Individual Room or Office Core or Recombination Core Request -\$100

New Individual Room or Office Key (lost) -\$100 replacement fee

Exterior Building Key (lost) -\$250 plus cost to re-key affected locks

Key Replacement Due to War or Unintentional Damage – No Charge

Core Replacement Due to Wear or Unintentional Damage -No Charge

**Policy Review and Update:**

Periodic review of this policy by the Director of Physical Facilities should occur as campus

Facilities are updated and Physical security assessments are performed. Exploration of new physical security products may be suggested periodically and reviewed with the VP of Business and Finance.

**Last Name:****First Name:****Middle Name:**

**Agreement:** My signature below acknowledges receipt of and full responsibility for the issued key(s) noted on the back, and the understanding that any key(s) issued remains University property solely provided for my use as key holder. I understand that keys may not be duplicated, transferred or loaned to any other person and that any unauthorized use, transfer or duplication may result in administrative and/or disciplinary action. I understand that I am immediately report the loss, theft or damage of any key in my possession to Physical Facilities. I agree to return keys as required at the end of each academic year (students), upon separation from the university or upon room/office transfer or request of the university. Lost, stolen, damaged or unreturned keys will have the following fees assessed as provided in the Key Control Policy and Procedure: \$100 personal fine for individual room or office key, \$250 personal fine for exterior building key, and the cost to re-key affected locks will be billed to the department budgets for master and sub master keys.

**Signature:****Date:**