

PROCEDURE

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PURPOSE AND INTENT:

To provide a college-wide keying system and key control procedures for effective security established on the criterion of on-site control of keys based on:

- I. A keying system for which duplicate keys will be provided by the College direct from the manufacturer and which cannot be duplicated locally by commercial lockshops.
- II. The implementation of a key distribution and control system based on:
 - A. Limited key distribution;
 - B. No removal of master keys (a key that will open every door in a given building) from the college premises;
 - C. The use of college-approved and keyed hardware only.

PROCEDURE:

College-wide key control procedures involve two primary areas of concern.

- I. A CENTRAL LOCKSHOP WITH ITS ASSOCIATED RESPONSIBILITIES

A central lockshop, established within Facilities Planning and Institutional Services, is located in the Central Services building at District Office. This shop is staffed by a full-time building maintenance trades position with skills and responsibilities for the keying, re-keying, key issuing, maintenance of building hardware, and maintenance of requests, bidding lists, and key codings involved in keying with the key control procedures on all sites. A record of all keys issued is also kept here.

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The lockshop is equipped to cut keys, re-key cores, stamp keys and with extra hardware for use during "in-house" renovation work.

The lockshop is responsible for building lock hardware only; this position does not maintain or repair locks on file cabinets, trophy cases, safes, and other special purpose locks. These will continue to be handled as they are now by an off-campus lockshop; however, requests for this type of work are to be processed through the lockshop including the scheduling and billing of this service.

II. KEY CONTROL PROCEDURES

A. Each budget supervisor is responsible for the issue and control of keys to personnel in their designated areas. These responsibilities include:

1. Approving all key requests, and maintaining a record of all keys issued.
2. Determining what type(s) of key is necessary.
3. Distinguishing between the need for a permanent or temporary key.
4. Investigating the loss of any keys.
5. Retrieving keys when a person in the department terminates, by having person leaving sign form showing return of keys to issuing budget supervisor who then returns key(s) to lockshop.
6. Reimbursing the college from departmental funds for the costs of re-keying resulting from the loss of keys.

B. REQUESTING KEYS

The procedures to be followed by faculty and staff members to request a key are:

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1. Obtain key request form (Form A) from budget supervisor.
2. Fill out key request form as indicated in triplicate.
3. Secure approval signature from budget supervisor.
4. Retain the third copy of the key request form in budget supervision area for records.
5. Send remaining two copies to lockshop.

The requested key(s) will be available within 24 hours after the lockshop has received the key request. KEYS WILL BE DELIVERED BY THE LOCKSHOP EMPLOYEE OR MAY BE PICKED UP AT THE LOCKSHOP BY APPOINTMENT. NO KEYS WILL BE SENT BY CAMPUS MAIL, OR BE HANDED OUT TO OR BE SIGNED FOR BY ANY PERSON OTHER THAN THE PERSON REQUESTING THE KEY. The person requesting the key will sign the key request form upon receipt of the key. The signed first copy of the key request form will be retained in the lockshop; the signed second copy will be given to the budget supervisor after delivery of key has been accomplished.

C. ISSUING KEYS

Keys can be issued on a permanent or temporary basis; however, keys should be issued on a temporary basis only for those persons who require access to an area for no longer than a session. Keys will not be issued to part-time teaching personnel.

D. TYPES OF KEYS

Keys will be issued only for those specific areas where individual access is required (i.e., access to office space would require two keys - one for the exterior door and another for the office).

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In no case will building master keys be issued on a permanent basis. Rather, budget supervisors will be issued several building submaster keys that will provide them with access to their designated areas with these keys remaining on site in the budget supervisor's office in a secure manner.

A single key will be issued for exterior doors. This key will open only one designated exterior door in each building and will not open any interior doors of that building.

1. Building Access Hours

College operating hours when classes are in session are from 6:30 a.m. to 10:30 p.m. Monday through Friday and 8:00 a.m. to 4:00 p.m. on Saturday. During the Monday through Friday hours buildings will be unlocked. On weekends and holidays entrance to a building can be gained only by admission by the security man during the normal weekend security hours of 8:00 a.m. to 4:00 p.m. As of 3:30 p.m., the security man checks and secures all buildings prior to the end of his tour of duty at 4:00 p.m.; therefore, all buildings must be vacated by 3:30 p.m. on Saturday and Sunday. Faculty and staff who utilize facilities outside these hours with authorized keys assume responsibility for securing the building both while they are in it and when they leave. Any use of facilities outside the above hours will be with the authorization of and responsibility to the budget supervisor.

2. Personal Locks

The use of personal locks of any type, except personal lockers, is prohibited, so that all spaces are accessible to Physical Plant for safety and security purposes. No college employee may have locks changed, keys made, or any other work done by an off-campus firm. All lock work, whatever the nature, is to be handled through the lockshop.

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E. KEYING CHARGES

Each department will be billed for keys issued after the initial distribution and from that point on will reimburse the college from that department's operating budget for any re-keying resulting from the loss of keys issued to that department at the following rates:

1. Cost for issuance of keys - \$1.00.
2. Cost for re-keying each lockset - \$12.00.

No charges will be incurred by a department when required repair/maintenance work (i.e. worn locks) becomes necessary on building hardware.