



College of Engineering Key Policy

1. Policy Statement:

It is the policy of the College of Engineering to provide keys to its Staff and Faculty to allow them to carry out their work and research. Other keys are made available under supervision to non-University Staff and Faculty requiring access to parts of the College. All keys issued are to be managed in such a way as to protect the security of the College, individuals, and other assets.

2. Terms and Definitions:

For the purpose of this policy, the following terms are used:

2.1. Locksmith Shop (KeyShop)

Facilities Locksmith Shop provides a range of services relating to buildings and room keys. They coordinate the master key system for all campus buildings and maintain a database of all keys issued. They are a point of contact for issues related to locks on doors, desks and cabinets.

2.2. College Key Custodian (CKC)

The College Key Custodian is responsible for the overall management of keys for the college, including keys with access to rooms, desks and cabinets, display cases, and so forth. They work alongside KeyShop to ensure that the correct keys are being ordered, issued, and managed accordingly. The College Key Custodian also maintains all records of Keys issued and returned within the College.

2.3. Key-Holder

Key-Holders are individuals who have been authorized temporary ownership of College Key(s).

3. Rules of Key Issue:

By possessing a key, the Key-Holder agrees not to compromise the security of any area or building and further agrees to secure each door upon leaving the area unattended. It is every individual's responsibility to ensure that keys in their possession giving access to any areas of the College are kept secure at all times. The following acts are examples of violations of the Key Policy and are prohibited; any individual found in violation of any of the acts listed below may be subject to relevant disciplinary procedures from Supervisors or College Executive.

1. Unauthorized loaning of keys.
2. Transfer of Keys without authorization.
3. Unauthorized duplication of keys.
4. Altering Keys, locks, or mechanisms.
5. Damaging, tampering, or vandalizing any College lock or hardware.
6. Propping open secure doors.
7. Admitting unauthorized persons into the building.
8. Failure to return a key when requested by the Key Custodian or authorized personnel, or upon leaving employment or research with the College.
9. Failure to report lost or stolen keys.

4. Overall Responsibility for Key Management

The strategic management of the College's Keys will be the responsibility of the College Key Custodian and KeyShop/Facilities Support Services (FSS). Locksmiths from KeyShop will be responsible for locks and master key system management.

5. Department Responsibilities

Departments may only obtain keys to the College through the College Key Custodian and KeyShop. Department Heads are responsible for Keys issued for areas and spaces within their control.

They are also responsible for:

1. Developing a Departmental Key control procedure.
2. Periodically auditing master and sub master lists to ensure access is not being granted to individuals who should not have access.
3. Manage any and all Department loaner keys.
4. Reporting all lost keys to the College Key Custodian.
5. Maintaining records of students within their Departments who have keys with access to areas they manage.

In the event that a rekeying of the Department or areas within the Department is necessary, the Department Head will work alongside the College Key Custodian and an appointed Project Manager from KeyShop/Facilities to produce an acceptable plan of hierarchy of Keys required and the types of locks to be fitted to each door. The College Key Custodian will then work alongside the Department Head and KeyShop to ensure keys are issued within their department to the appropriate individuals. A suitable database and paperwork is maintained to facilitate the Key issuing/return process.

6. Key Issue

A key issue log will be maintained with each individuals PKC and key series noted. Key Forms which are used by the College to issue keys to individuals are scanned and logged digitally. Key forms are signed and dated by the recipient acknowledging that they have received their keys and understand the policies that are associated with them.

7. Masters and Sub Masters

Master and sub master keys will be restricted in number. Master keys will only be given to individuals who are authorized to carry them by the College Executive (Deans Office). Department masters and sub masters will only be given to individuals who are authorized to carry them by the Department Head, and any loaner masters or sub masters must be kept secure by Department administration. Loaners are to be returned to secure storage immediately after use. Students will not be permitted use of master or sub master keys unless otherwise stated by College Executive.

8. Key Control

Keys that are issued to an individual Department must remain tightly controlled by the Department Head, taking responsibility for their circulation to others for which they are responsible.

9. Loaner Keys

Loaner keys **are not kept** by the College Key Custodian. It is the responsibility of individual Departments to obtain and maintain control of any and all loaner keys for the areas they manage. A unique key code is used to identify these loaner keys. Any and all damages found within rooms that were accessed with loaner keys must be brought to the attention of the respective Department.

10. Return of Keys

The College Key Custodian will ensure that, on leaving the College, individuals return all Keys issued to their person so that they are struck off the individual's Key Report File and sent back to KeyShop to be destroyed. Individuals who do not return their keys in a timely manner may be subject to relevant disciplinary procedures from Supervisors or College Executive.

Students who are graduating will be provided with an 'Exit Form' which includes a section that must be signed by the College Key Custodian. The form will not be signed until all Keys assigned to the individual have been returned.

11. Office/Building Transfer of Staff

Individuals moving to another office or building must return all relevant keys to the CKC as soon as possible. Individuals shall not exchange keys, including file cabinet or desk keys, with any other individual. To obtain keys for a new office, the proper issuing procedure must be followed.

12. Lost, Missing or Stolen Keys

Any stolen, lost or missing keys must be reported to the College Key Custodian immediately who will then report this information to KeyShop/Protective Services. An investigation into the circumstances surrounding the loss may be executed. Departments will need to assess each situation case by case and may need to complete a lock replacement (rekeying) if the security risk makes it necessary to replace any locks. The cost of this process is handled by the respective Departments.

13. Requests for Replacement Keys

A new request for a replacement key must be submitted through the standard ordering practice using the College Key Request Form, indicating that the key was lost.

14. Visitors

No staff shall be expected to lend keys for which they are responsible, to other parties to gain access to the College unless specifically authorized by the College Key Custodian.

Visitors who require access for a short period of time (1-7+ days) or who are not assigned an NSID will be issued Keyboard Loaners for their duration of stay. Visitors staying for a long period of time (30-60+ days) or who are assigned an NSID will need to complete the standard ordering practice using the College Key Request Form.