



**Effective:** 11/01/00  
**Last Revised:** 12/14/2016

**Responsible University Office:**  
*Facilities Management and Planning*

**Responsible University Administrator:**  
*Vice Chancellor Business & Finance Jon Watts*

**Policy Contact:**  
*Lee McQueen, Director of Facilities*  
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## Key and Lock Access Policy

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### Scope

The purpose of this policy is to provide for the security of campus facilities and property while maintaining a high level of flexibility in order to serve the needs of the campus community.

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### Policy Statement

This policy applies to employees of the University of Nebraska at Kearney in all departments and all Non-University Individuals needing key/lock access to University Property.

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### Reason for Policy

This policy applies to employees of the University of Nebraska at Kearney in all departments and all Non-University Individuals needing key/lock access to University Property. The Director of Facilities Management and Planning is responsible for the administration of the key/lock access policy and control of keys in all departments other than Residential and Greek Life. The Director of Residential Life is responsible for the key policy in the Residence Halls. The Director of Facilities Management and Planning is responsible for the administration of the access policy, programming of key fobs and cutting, issuance and recordkeeping of keys and key fobs in all departments.

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# Procedures

## Building Security and Access

It is the policy of the University that other than during normal working hours, all buildings shall be locked in order to maintain building/contents security. Appropriate UNK Police, Residential & Greek Life and Facilities personnel will have keys to all areas to provide immediate emergency response.

Access to buildings after normal business hours shall be controlled by UNK Police, "after hours" should you decide to enter University buildings, please contact UNK Police (865-8911,) and notify them of your location and anticipated departure (this precaution is for your safety, in case of an emergency). After hours is designated as follows:

Monday - Friday:	Between 10 P.M. and 6 A.M.
Saturdays, Sundays and Holidays:	Academic Buildings Closed

Buildings with a different schedule include:

- Calvin T. Ryan Library
- Nebraskan Student Union
- Otto Olsen (Computer Center)
- Fine Arts
- Cushing/Health & Sports Center
- West Center (Business Computer Center).

## Key Authorization

Individual Vice Chancellors, Deans, Directors, Department Chairpersons, etc. and/or their designees, are responsible for determining who may be issued University keys/lock access and the specific category of key/lock access. No students will be issued keys to campus buildings. Exceptions must be requested in writing by the appropriate Dean/Director and approved by the Director of Facilities Management and Planning. Following is a list of employee categories that must authorize access.

<u>Group</u>	<u>Authorizations Required</u>
Business & Finance	Immediate Manager, Building Supervisors, Dean/Director
Office/Service Staff, Custodians,	Immediate Manager, Building Supervisors, Director Utilities, Crafts, Managers Supervisors Facilities Management & Planning
Academic Affairs	Immediate Manager, Department Chair, Building Supervisors, Dean/Director
Office/Service Staff, Faculty, Managers/Supervisors	Dean, Building Supervisor, Director Facilities Management & Planning
University Relations	
Office/Service Staff, Managers	Immediate Manager, Building Supervisor,

	Director Facilities Management & Planning
Chancellor Office	Immediate Manager, Building Supervisor
Office/Service Staff, Assistants Managers/Supervisors	Immediate Manger, Building Supervisor, Facilities Management & Planning
Student Life Office/Service Staff Managers/Supervisors	Dean, Building Supervisor, Director Facilities Management & Planning

### **Special Requests/Assignments**

All requests for changes of or in:	Locks
	Locking hardware
	Cores
	Keys
	Special key-lock combinations
	Key card access systems...

must be approved by the Director of Facilities Management and Planning or his/her designee, prior to installation. It shall be a violation of this Key Policy to change the cylinder in the door for rekeying, installation of a hasp and padlock on the door, or providing locking means other than by a UNK lock. All non-university locks, locking hardware, etc. found on University buildings or property will be removed and the appropriate department charged for all costs associated with removal/replacement.

As a part of this policy, special assignment (i.e., contractors, etc.) may be authorized by the Director of Facilities Management and Planning.

### **Key Issuance**

Applications for keys are made on a Key Authorization Form found at [www.unk.edu/offices/facilities](http://www.unk.edu/offices/facilities).

- A. Key Authorization Forms may be submitted using campus mail, or you may drop the form off at the main office of Facilities Management and Planning, 2507 19th Avenue.
- B. All employees, being issued a University key, will be requested to sign the key authorization form acknowledging their responsibility for all University keys and the holding of their final paycheck until all University keys are returned.
- C. Please submit a separate Key Authorization Form for each employee.
- D. The Key Authorization Form must be signed "approved" by original signature of the approving authority and the requestor.
- E. The approving authority may designate other individuals such as departmental secretaries, administrative assistants, etc. to authorize the issuance of keys. This may be accomplished by sending a written notice to Facilities Management and Planning requesting that those

individuals be allowed to authorize keys. Facilities Management and Planning will keep the requests on file, but may periodically request an update of the authorizations.

### **University Employees**

- A. Submit Key Authorization form to Department of Facilities Management and Planning for the form should include:
  - a. Person's full name.
  - b. Office phone number and/or E-mail address
  - c. The core/key number required (if unknown, building and room numbers(s) should be listed).
- B. Individual for whom the key was requested, when picking up or returning a key, may appear in person or have an authorized representative of the department pick up the keys. In either case, a current and valid University of Nebraska at Kearney ID Card or other acceptable identification will be required.
- C. The individual will be notified through the TMA work request system when the key has been cut and is ready for pick up.
- D. Keys may be picked up or returned between the hours 7:00 AM and 4:00 PM, Monday through Friday, in the main office of the Department of Facilities Management and Planning. Special arrangements may be made with advance notice and in unusual circumstances. Please contact Facilities Management and Planning if special arrangements are needed.
- E. The type and number of keys issued will be limited to the minimum required to support the individuals regular work duties.
- F. The approving authority may designate individuals with their department to be authorized to pick up keys for other individuals. This may be accomplished by sending a written notice to Facilities Management and Planning requesting that those individuals be allowed to pick up keys. Facilities Management and Planning will keep the requests on file, but may periodically request an update of the authorizations. You may send this request in the same memo as the key authorization approval request.
- G. Keys will no longer be cut on an "on call" basis. Every effort will be made to fill a request within one business day after receipt of the request. Please remember to allow for extra time if the request is mailed due to time required for mail delivery.

### **Temporary Issuance of Keys To Non-University Employees**

- A. Special assignment of Grand-master, Master, Sub-master, or other keys, where required, (such as to contractors, vendors, etc.) may be authorized by the Director of Facilities Management and Planning. This responsibility, as it pertains to the temporary issue of keys, is executed in the policies/procedures below. These keys must be returned at the end of the work day.
  - a. It is University policy that other than normal working hours all buildings shall be locked in order to maintain the security of both the buildings and their contents.

- b. Keys are issued for "temporary entry" to University buildings for the purpose of conducting University business only.
- c. An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the authorized individual having the assigned key and the authorized individual assumes full responsibility for their presence.
- d. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to university property resulting from failure to do so.
- e. All keys issued remain the property of the University and shall be returned under the following conditions:
  - B. Upon completion of your work.
  - C. At end of normal working hours.
  - D. Upon request of the Director of Facilities Management and Planning, or Director of Police , or their representatives.

### **Temporary Key Insurance Procedures**

During normal working hours, all keys must be picked up at the Facilities Building (2507 19th Ave., between Highway 30 and University Drive). Individuals employed by non-university organizations, will be required to sign all keys out/in (daily). Upon completion of your days work (event), all University keys must be returned to the Facilities Building and deposited in the "Key Drop", located on the south side of the building.

Non-University Employees shall not remove University keys from the campus under any circumstance (including lunch or breaks)

### **Issuance of Keys to a Department**

- A. A department may request keys which they use for check out on an infrequent basis. For example, an department or program storage room key may be checked out by the department chair or designee to a faculty member on a short term basis.
- B. Please follow the procedures noted previously for individual key issuance except provide the department information in lieu of individual information. Where not applicable simply leave blank or mark N/A.
- C. Issurance of keys to a department is subject to approval by the Director of Facilities Management and Planning.

### **Return of Keys**

All keys issued remain the property of the University and shall be returned to the University under the following conditions:

- A. For Employees:
  - a. Upon transfer to another department or building.
  - b. Upon termination of employment.
  - c. Upon request of the Department Chair or Administrative Head, or the request of a representative of the Director of Police or Facilities.
  - d. Upon being granted a leave of absence without pay for period of 30 or more calendar days.
- B. For Graduate/teaching Assistants:
  - a. At the end of the academic semester or period after which the keys will not be used for at least 30 calendar days.
  - b. Upon request of the Department Chair or Administrative Head, or the request of a delegate of the Director of Police or Facilities.
- C. In the event a University key is lost/stole. Reissue of keys will follow the same standard procedure as a new key issue, noted above.
- D. A checklist system will be used whenever an individual leaves the University or changes administrative duties. Employees to terminate their employment with the University will have their payroll check held until all University keys have been returned to Facilities Management and Planning. All employees will be requested to sign an affidavit (included on the key responsibility form) acknowledging this procedure prior to the issuance of any University keys.
- E. It is the responsibility of the appropriate Department Chair or Administrative Head and Building Supervisor or his/her designee, to ensure that all keys are returned.

### **Lost Key Procedure**

In the event a University key is lost or stolen, the following procedures will be implemented:

- A. Employee should report loss to UNK Police (865-8911, and Facilities Management and Planning (865-1800), as soon as possible.
- B. Outside building key: Facilities may re-core the outside entrance and reissue outside building door keys to all individuals issued keys to this entrance. No charge will be made for an exchange key provided the individual returns a previously issued outside building key for this entrance.
- C. Department keys: When a department key is lost/stolen, and is not recovered within a reasonable period of time, the Department Chairperson (Dean, or Administrative Head) and a Facilities/Police representative will discuss the possible risk loss of the affected area (due to the loss of the key). If it is determined by the Department that specific doors should be rekeyed, a minimum fee of \$30 per door will be charged to the requesting department. A special effort will

be made by Facilities Management and Planning to advise the Department of the most economical method of rekeying to meet their needs.

- a. If the department chooses not to rekey the area in question, it will assume the responsibility for any potential risk which may occur.
  - b. After departments have been rekeyed (except for maintenance reasons), any additional rekeying/recording requested by the department will require a minimum charge of \$30 per door.
  - c. Costs over and above the minimum charges will be charged to the respective department.
- D. The individual responsible for the lost key(s). Reissue of keys will follow the standard procedure for new key issue, noted above.
- E. Lost keys turned in to a department are to be forwarded immediately to UNK Police or Facilities Management and Planning.

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## Related Information

An authorized individual entering or leaving a locked area shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the authorized individual having the assigned key and the authorized individual assumes full responsibility for their presence.

An individual entering/leaving a locked building or area shall be responsible for securing the door (persons entering after hours shall not prop the door open or leave the door unlocked while he/she is in the building) and may be held responsible for any loss/damage to University property resulting from failure to do so.

In no case is a key to be transferred from one individual to another, duplicated, or to be obtained from any source other than from the department of Facilities Management and Planning. Duplication of any University key issued by Facilities, other than by authorized Facilities personnel, may result in corrective/disciplinary action or filing of criminal charges (see Nebraska Revised Statutes 28 -1316 Section C). When a transfer occurs, the key shall be recovered and the individual(s) involved reported to the Dean, Administrative Head, or superior officer for appropriate action.

Keys to cabinets, lockers, and drawers within buildings or residence halls are not covered under provisions of this policy. Facilities Management and Planning will not furnish such keys (except to residence halls) on a "charge back" basis, upon request, but the issue, control, and recovery of these keys are the responsibility of appropriate Dean or Administrative Head.

Falsification of information, (i.e. forging or authorized signatures for key requests) may result in corrective/disciplinary action or filing of criminal charges.

Keys must be presented at the request of any Police, or other law enforcement official in the performance of his/her duty.

Exceptions to this policy may be made by the Director of Facilities Management and Planning.

All regulations and procedures are subject to review and approval by the Vice Chancellor for Business and Finance.

## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
UNK Locksmith	Jeff Morehead	308-865-1700	moreheadjk@unk.edu
UNK Police		308-865-8911	

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## History

Updated policy content - 12/14/2016



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## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
UNK Grounds Manager	Jason Hallam	308-865-1700	hallamia@unk.edu

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## Related Information

Payments should be made to the University of Nebraska at Kearney Foundation and mailed to UNK Facilities Management & Planning at 2507 19<sup>th</sup> Ave, Kearney, NE 68849

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## History

New policy drafted – August 15, 2016