BUILDING KEYS

Section: Housing Facilities

Policy: Building keys will be assigned to authorized personnel in compliance with these procedures.

Purpose: The purpose of this policy is to provide standards regarding the assignment, use and security of building keys as needed by departmental staff members and student residents.

Scope: This policy applies to all full-time and part-time employees as well student staff and residents of University Housing.

Definitions:

I.   **Core:** The mechanical device that provides a secured functional link between a key and the inner workings of the installed door hardware.
II.   **Control Key:** A key that allows the core to be removed or installed into door hardware.
III. **Loaner Key:** Key loaned from a key account to another person.
IV.   **Long Term Access Key:** Key signed out by the Key Shop to a contractor or other UGA entity.
V.   **Master Level Key:** A key that will open all cores pinned according to a particular code set.
VI.   **Operator Key:** A non-master level, single function key that operates locks pinned to the key's key mark.

Procedure:

Section I. General Operation
I.   All requests to the Key Shop must be submitted through AIM Ready (https://workrequest.housing.uga.edu/).

   A. All keys must be requested and approved by the employee's supervisor or director as indicated in table 1.

TABLE 1

Access Level	Authorization Level
Control (C)	Executive Director
Grand Master (GM)	Executive Director
Master (M)	Director
Sub Master (SM)	Director
Sub Sub Master (SSM)	Director
Operator	Supervisor

   B. All transactions by the Key Shop shall be recorded by means of: Key Shop database, hard-copy forms and notations on electronic work orders.
      i.   Documentation shall be made available to any requestor/employee involved at the time of the transaction.
      ii. Documentation of a transaction or account inventory may be requested from the Key Shop at any time.
   C. Damaged, broken or bent staff keys may be exchanged at the Key Shop for a new duplicate key without the need for a lock change or supervisory approval.
   D. Keys that have no known function, keys without a serial number, or keys that

cannot be identified shall be turned-in to the Key Shop.
   E. An audit of all staff keys, including loaner keys, will be conducted at least once each year in accordance with the procedure outlined in **Appendix A**.

Section II. Staff Keys

I. Housing staff members shall be issued keys as needed to perform their duties in accordance with the procedure outlined in **Appendix B**.
   A. Each staff member issued keys will be responsible for those keys for the term of their employment with University Housing.
   B. Housing staff members may take issued operator keys off campus, but all levels of master keys and control keys must remain secured on UGA property when leaving work. The intent is to have staff members carry only the minimum number of keys off campus as is required to return to their primary place of work.
   C. Key account holders will keep their keys in a secure location such as a locked key box, desk or cabinet.
   D. All levels of master keys and control keys shall be secured on an authorized locking fixture and must be attached to one's person while being carried or in use.
   E. All issued keys are marked with their key mark as well as a unique serial number to aid in their identification.
   F. No staff members shall have in their possession University Housing keys that are not issued or authorized to them.

II. Employees will follow guidelines in **Appendix C** in regard to duty key ring use and management.

Section III. Loaner and Long Term Access Keys

I. Some employees will have keys issued to them that they loan to others. Key account holders will document which key(s) and to whom they were loaned. Individuals who have had keys loaned to them must return the keys to the loaning account holder when the need for the key is satisfied or when they leave their position.

II. Requests for long-term access keys by non-housing entities (e.g., vendors, contractors, UGA departments) will be approved by the director for Facilities.
   A. Keys will be issued from the Key Shop with annual renewals granted upon a visual inspection (annual audit) by Key Shop staff.
   B. Exceptions to this policy are keys issued to academic partners/programs. These keys will be issued from the Key Shop to the appropriate area residential programs and services administrative assistant who will conduct an audit at least once each year.
   C. Recipients of keys should be instructed that loss of a key could result in charges for re-coring and replacement keys.
   D. Forms are available from the lock shop to document issuance of loaner keys.

III. Loaned keys are subject to all rules and procedures as defined in this policy.

Section IV. Student Room Keys

I. Requests for student room or mailbox lock changes should be made through AiM Ready by the area administrative or their supervisors assistant in accordance with the procedure outlined in **Appendix D**.

II. Students may not, of their own accord, request a lock change for their room.

III. Requests for additional student room keys due to expanded student housing assignments shall be made through AiM Ready.

IV. Spare operator level keys to student rooms will be kept in the respective community office/front desk under the supervision of the part-time desk staff and their full-time supervision.

<u>Section V. Miscellaneous</u>
  I.   Electronic access code locks will have the codes changed on an annual basis or as requested by an appropriate staff member. The Key Shop will distribute new codes to assigned individuals at the time of change.
 II.   Locks in University Housing will not be keyed off master or on a secondary control unless approved by the executive director of University Housing.
III.   The appropriate director or the executive director may approve exceptions to the above policy or procedures on a case-by-case basis. The Key Shop will maintain documentation of all exceptions and will forward the list of exceptions to the executive director annually for review.

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