

BUILDING KEYS

Section: Facilities

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

Purpose: The purpose of this policy is to provide standards regarding the assignment and usage of building keys by departmental staff members.

Scope: This policy applies to all full-time and graduate student employees of University Housing.

Procedure:

- I. Full-time and graduate student University Housing staff members shall be issued departmental keys as needed to perform their duties. All keys must be approved by the staff member's supervisor and requested by the supervisor through the work control office customer service desk and issued by the key shop. The person receiving or returning keys will sign for the keys and receive a copy of the documentation.
- II. Each staff member who is issued keys will be responsible for these keys for the term of their employment.
- III. Some staff members will issue keys on a short-term basis to other persons. Staff members requiring loaner keys for issue to housing staff members, other UGA employees and contractors will have these keys added to their key account for this purpose. The staff member is responsible for those keys, their management and inventory for the term of their employment. Recipients of loaner keys should be instructed that continued use of loaner keys is dependent the return of the keys by the end of the business day and loss of any key could result in charges for any re-coring and replacement keys.
- IV. Loaner keys must be kept in a secure location along with documentation (Record of Key Check Out form) of any keys that are checked out. This form may be obtained from the key shop supervisor. No other person should have access to the loaner keys. Keys checked out must be returned to the account holder at the end of each business day.
- V. All staff member key requests to add or return keys will be documented by the key shop with details of the transaction: key information, date, signature of a locksmith and the signature of the employee (use Record of Employee Key Transaction form). The staff member receiving or returning keys will be given a copy of this documentation for their records.
- VI. It is the supervisors' responsibility to ensure the staff members' keys are returned to the key shop at the end of employment or when transferred within University Housing. If it is not feasible to turn in the keys, the supervisor must inventory the keys and transmit documentation (Key Account Transfer form) to the key shop with a copy given to the key shop supervisor.
- VII. Spare one-function keys to student rooms will be kept in the respective community office/front desk under supervision of the area coordinator or senior coordinator. These room keys may be personally delivered to the community administrative assistant, residence hall director, senior coordinator or area coordinator. A Record of Core and Key Exchange form shall be completed during this transaction.

- VIII. All requests for keys and core changes for University Housing facilities must be requested through the work control office by submitting a work request and must be documented by the key shop using the Record of Core and Key Exchange form.
- IX. Housing staff members may take assigned non-master keys off-campus but all master keys must remain secured on UGA property when leaving work. The intent is to have staff members only carry the minimum number of keys off campus to require the staff member to return to their primary place of work.
- X. Possession of grand master or core keys must be authorized by a director level administrator. Possession of master or sub-master keys must be authorized by an assistant/associate director level or above.
- XI. All master level and/or control keys must be kept in a secure location on campus and be worn on a locking ring on a key back or lanyard and secured to the employee when carried on campus.
- XII. No staff member shall have in their possession university keys not assigned or authorized to them.
- XIII. Keys that have no known function and keys that cannot be identified shall be returned to the key shop or the key shop supervisor.
- XIV. Employees shall report lost keys to their supervisor immediately. The employee's supervisor shall immediately report the loss in writing to the Work Control Office with an explanation as to what happened to the key. Notice of the lost key shall continue through the reporting Director of the employee's unit.
- XV. Inventories of all staff members' keys, including loaner keys, will be conducted at least once each year. Only keys operating doors within University Housing properties i-(excluding student room keys) will be inventoried. The annual audit will be initiated in the work control office and routed through directors to disseminate to their staffs. Once completed, each director will forward the results to the work control office for documentation and indicate action required.
- XVI. A check of keys held may be done by requesting a printout from the key shop supervisor at any time. Requests for long-term access keys by non-housing entities (e.g., vendors, contractors, UGA departments) will be approved by the director for facilities. Keys will be issued from the key shop with annual renewals granted upon a visual inspection by key shop personnel. Exception to this policy are keys issued to academic partners/programs. These keys will be issued from the key shop to the Staff Development and Student Conduct (SDSC) office for distribution. Annual key inventories will be conducted by SDSC office at least once each year.
- XVII. Key cores in University Housing will not be keyed off master unless approved by the executive director of University Housing.
- XVIII. Access code locks will have the codes changed on an annual basis. The lock shop will distribute new codes to assigned individuals at time of change.
- XIX. The appropriate director or the executive director may approve exceptions to the above policy on a case-by-case basis. The Key Shop will maintain documentation of all exceptions.

Reviewed and approved by management team: May 15, 2018
Revised: April 2016