

## **Building Keys Appendix A – Annual Staff Key Audit**

### Objective

- I. There are three primary goals of the annual audit:
  - A. Accountability - authenticating the presence of the account's keys.
  - B. Access - determining that there is an access need for each key in the account.
  - C. Security - verify the secure location in which the account's keys are kept.

### General

- I. Key audits will be initiated by the Key Shop.
- II. An audit of all University Housing key accounts will be conducted on an annual basis.
- III. Only keys operating doors within University Housing properties will be audited.
- IV. Supervisors are responsible for conducting the key audits of their employees.

### Procedure

- I. The Key Shop will provide Key Account Lists and reconciliation forms to audit each employee's key account.
- II. Key accounts established for vendors, FMD, UGA entities and RPS duty rings will be audited by the Key Shop.
- III. Upon publication of the academic calendar, the Key Shop will coordinate with each unit director or associate director as to the most opportune time to conduct the unit's key audit.
  - A. Each unit will be audited each calendar year.
  - B. Key audits will occur during times of lessened workloads for each unit. Not all units will be audited within the same period.
  - C. Audit documents will be provided on a shared drive that all housing employees have access to.
  - D. The Key Shop will work with each unit to determine key needs and identify opportunities for key reduction.
- IV. Supervisors will visually inspect each key on the employee's Key Account List, ensuring:
  - A. All keys are present, or the appropriate documentation is available to account for any loaned keys. Visual inspection of loaned keys is required.
  - B. Employee knows what each key in the account gives access to. The Key Shop can provide a list for which keys operate which cores.
  - C. Each key in the account is needed.
  - D. Keys in the account not carried on the account holder's person are secured in a locked storage container or cabinet.
- V. Once all audit documents are signed, the unit director notifies the Key Shop that all audit documents are complete and that they indicate:
  - A. The disposition of each discrepant key listed on the employee's Key Account List.

- B. Any action needed, as determined by the unit director, to correct issue(s) identified by the audit shall be submitted by work order to the Key Shop via AiM Ready.
  - C. Statement testifying to secure storage location of the account's keys not carried on the account holder's person.
- VI. Key account owners will declare keys identified as extra or unneeded to their supervisor. The employee or their supervisor will submit a work order via AiM Ready for the Key Shop to collect the identified keys. Documentation of the transaction will be made available by the Key Shop as the keys are collected.
- VII. Key Shop maintains record of completed audits.

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