

Purdue Fort Wayne Key Distribution Policy

Effective October 24, 2011

I. Purpose

The purpose of this policy is to promote the safety and security of university buildings and their occupants by providing guidelines for the issuance and accountability of all keys which control access to all on campus buildings and their contents.

II. Definitions

- A. **Campus Master Key** – a key that provides access to multiple buildings on campus.
- B. **Trans Master Key** - a key that provides access for departments that have areas in more than one building.
- C. **Building Master** – a key that provides access to all spaces in one building.
- D. **Exterior Door Key** – a key that provides access to the outside of the building.
- E. **Sub Master** – a key that provides access to portions of a building.
- F. **Suite Key** – a key that provides access to all rooms within a suite.
- G. **Individual Door Key** – a key that provides access to an individual room.

III. Policy

A. Key Issuance

- a. All keys shall be issued and controlled by the Campus Credentials & Transportation Department. They will also be responsible for updating all records of keys issued, returned, lost, stolen, etc.
 - i. Duplication of keys, other than by the Campus Credentials & Transportation Department, is prohibited. Any person who knowingly makes or duplicates a university key in any manner not authorized by this policy is subject to disciplinary action by the university.
 - ii. Persons to whom keys are issued shall use the keys for official University business only.
 - iii. Any person picking up an approved key must provide a valid picture ID upon request of Campus Credentials & Transportation Personnel.
- b. Limitations.
 - i. All keys shall be issued by the Campus Credentials & Transportation Department only upon receipt of a properly completed Key Request. The Key Request must be authorized by the Department Head or Dean.
 - ii. Campus Master keys will only be issued on a case by case basis, when a demonstrated need exists, with the approval of the Director of the Physical Plant.
 - iii. Trans Building Master keys and Building Master keys will be issued only with the approval of the Department Head or Dean and must also be approved by the Director of the Physical Plant.
 - iv. Exterior Door keys will be issued only to Campus Police and first responders as approved by the Director of the Physical Plant. General Faculty/Staff access to building exterior doors shall be granted via ID card only with the approval of the academic unit's Dean or administrative unit director, when a demonstrated need exists to enter a building after hours.

- v. Sub-master keys and Suite keys may be issued with the approval of the Department Head or Dean.
- vi. Individual Door keys may be issued with the approval of the Department Head or Dean.
- vii. Keys will be issued only to persons who have a demonstrated need for access to such rooms/areas and only for as long as the need exists.
- c. Contractors will be issued keys only with the approval of the Physical Plant. (See attached Campus Credentials & Transportation Procedures for issuing Contractor Keys)
- d. No person shall be issued more than 2 copies of the same key without the approval of the Director of the Physical Plant or the Vice Chancellor for Financial Affairs.

B. Key Return

- a. When an individual's need for a key no longer exists, whether as a result of termination of employment or other reasons, it is the responsibility of the individual's department to make sure the individual has turned in all keys to Campus Credentials & Transportation prior to them leaving the University.
- b. Failure to return a key upon termination of employment will result in the department being responsible for a "Lost Key Fee"
 - i. Individual Door key - \$15 per key
 - ii. Any Master, Suite key, GGM high security key, or any key that opens 5 or more doors - \$30 per key
- c. For reasons of security and data control, the departments may not reassign any key from one individual to another without the approval of the Campus Credentials & Transportation department.

C. Exceptions

- a. Exceptions to the policy on issuance of keys may be authorized by the Vice Chancellor for Financial Affairs (or their designee).

IV. Procedures

A. Key Issuance

- a. Individuals wishing to have a key or keys issued to them shall complete an online "Key Request." The form must be authorized by the appropriate Department Head or Dean, and submitted to the Campus Credentials & Transportation Department.
 - i. Keys will normally be available to be picked up within 24 to 48 hours after receipt of the "Key Request."

B. Key Replacement

- a. To replace a lost or broken key, a "Key Request" must be submitted in the same manner as the issuance of an original key.

- b. A broken key to be replaced must be returned when the new key is issued, or the "Lost Facility Key Charge" will apply.
- c. If a key has been lost, the employee will be charged the appropriate "Lost Key Fee"
 - i. Individual Door key - \$15 per key
 - ii. Any Master, Suite key, GGM high security key, or any key that opens 5 or more doors - \$30 per key
- d. Once a key has been reported lost, no additional keys will be issued to the employee until the "Lost Key Fee" has been paid.
- e. If a lost key is later found, it must be returned to the Campus Credentials & Transportation Department.
 - i. The Campus Credentials & Transportation Department will then contact the Bursars office to authorize a refund of the "Lost Key Fee", ONLY if the locks have not been rekeyed, and the original receipt can be presented.
 - ii. The "Lost Key Fee" will be then be reimbursed by the Bursar's Office.

C. Record Keeping

- a. The Campus Credentials & Transportation Department shall maintain a comprehensive listing of all door keys issued, by employee name.

D. Access to Buildings by Outside Contractors

- a. The Physical Plant Building Project Managers are responsible for making arrangements with outside contractors requiring building access.
- b. The Physical Plant Building Project Managers may arrange for keys to be provided to contractors and workmen who have need for access to buildings and rooms being remodeled. (See attached Procedures for Issuing Contractor Keys)

E. Lock Repair and Replacement

- a. Locks may not be installed, repaired or replaced on any doors without the specific approval of Physical Plant Personnel. Departments will be liable for the costs of any repairs/corrections necessary, if unauthorized installations are made.