Facilities Management Manual (FAC)

FAC 205: Keys

Effective: 4/1/1991   **Revised**: 11/1/2022

Purpose

To establish the Arizona State University (ASU) key control system guidelines to control access to, and security for, ASU facilities.

Sources

Arizona Revised Statutes §13-3715

Facilities Management

ASU Policy Department

Applicability

All individuals issued keys for property or facilities owned and/or operated by ASU agree to be governed by the following guidelines.

Exception

Unless otherwise stated, all exceptions to these guidelines must be approved by a Director of Facilities Management, or a designee.

Policy

Access controls to ASU facilities must balance critical concerns for the security of all facilities and contents, as well as the safety of the occupants. In general, keys will be issued to authorized individuals based on a need and not solely for convenience.

ASU requires a Security Asset Management ("SAM") cabinet, known as a SAM Box, for keys or SAM Box to be included in all building projects. This includes new construction, major remodels, or building/floor re-Keys. If a SAM Box is installed in your building or in the proximity of your building, all building sub-master and master keys will be housed within a SAM Box.

Master or sub-master keys will not normally be authorized and must be approved by the Associate Vice President (AVP) of Facilities
Development and Management, or designee. All ASU property locking devices must be compatible with the ASU master key system.

Responsibility for University Access and Key Control

Facilities Management (FM) is responsible for ASU key distribution and is authorized to initiate and implement this policy through the Executive Vice President and Chief Financial Officer. FM is primarily responsible for installation, control, and maintenance of building lock systems. FM provides the following key/lock services:

1. Approval/disapproval of all key requests
2. Issues keys to authorized individuals or departmental designees or SAM Boxes
3. Conducts periodic audits of campus departments to determine status of authorized keys
4. Reviews and approves/disapproves all new access control systems and modifications to existing systems
5. Maintains current and accurate key control records
6. Creates and maintains a keying system that provides security and reasonable access to departments occupying campus facilities 7. Manufactures all keys and/or controls all lock cylinders
8. Maintains a secure file for original keys furnished with all new buildings, additions, or renovations 9. Issues periodic reports as required

Employees and departments are responsible for the proper control and custody of all issued keys. All keys remain the property of ASU. Unauthorized possession of ASU keys may lead to criminal prosecution. All keys that are obsolete, damaged, or unneeded must be returned to FM lock services.

Individuals are limited to one key per room or area.

Requests for Keys

All requests for keys must be submitted through a [Facilities Management Service Request](). EQ room, grand master, and building submaster keys must be approved by the AVP of Facilities Development and Management, or designee, with justification for need of high level access. All employees new to the university may be authorized for up to 3 keys at no charge upon the initial request if the area is not accessible by card access:

a. (1) Building key (if not on card access)
b. (1) Suite key (if not on card access)
c. (1) Office key (if not on card access)
d. (1) Laboratory and associated spaces as appropriate (if not on card access)

Additional keys will be subject to the key [chargeback schedule]() posted to the key and lock services website. The chargeback schedule will be reviewed and updated annually. Charges are recommended by the AVP of Facilities Development and Management and approved by the Executive Vice President and Chief Financial Officer.

SAM Box cabinet for keys

If a SAM BOX is installed in your building or in the proximity of your building, all building sub-master and master keys will be housed within the SAM Box. Customers will use their ASU SUN Card to access their keys. Keys are to be returned to the box every day; they must not leave campus. Failure to comply may result in suspension of key access.

Departmental Keys

Departmental keys are those used by several people within a department. Departmental keys become the responsibility of the approved designee. Charges for lost/stolen department keys are the responsibility of the department.

Personnel who are authorized to be issued departmental keys may request more than one key to a departmental area. The Unit Administrator must authorize the request with justification, and demonstrate a plan to secure keys in their building or nearest SAM Box, before FM will review and approve the request.

As departments discuss how card readers will be integrated going forward, please keep in mind card readers are required on all building entrances and any room that's designated as a classroom. No keys will be issued to Integrated System at ASU for Access Control ("ISAAC") doors; however; keys to access these spaces will reside within the SAM Box and can be used by departmental personnel in the event of a card reader failure.

Key Transfers

When requested, keys are authorized to be transferred from one employee to another within the same department. A Facilities Management Service Request ticket for Key Transfer must be submitted within 24 hours of a key(s) being reassigned. Key transfers are authorized at the approval of unit administrators listed below. When an employee or department no longer needs an issued key(s), the key(s) must be returned to the issuing department office key authorizer, or designee, or FM lock services. All terminated ASU employees must return all issued keys to the issuing department key authorizer, or designee, or FM lock services. Separated employees of the university, retirees, and transferred employees are liable for all issued keys until the keys have been returned appropriately. Departments are responsible for submitting a request for the Key Request Form and keeping accurate records of all key transfers, and key assignments for department employees, faculty, and students.

FM lock services will perform regular accuracy audits of department key records. Any discrepancies in department logs will be subject to the re-core and key fees on the key chargeback schedule. The departments will be responsible for these fees.

Approving Authority for Keys

The following unit administrators are authorized to control the issuance of keys to individuals within their assigned areas:

1. the president
2. the provost of the university
3. the vice presidents
4. the vice provosts
5. the deans
6. the directors
7. the department heads or chairs
8. anyone designated by one of the above

This authority is recognized by means of a Key Authorization Form submitted to Facilities Management. Keys will not be issued without proper approval from an authorized unit administrator.

Unauthorized Use and Reproduction of Keys

No person shall knowingly possess an unauthorized key to property owned and/or operated by ASU. Duplication of an ASU issued key is not authorized.

Requests for Rekeying

Departments may request the rekeying of locks. Some circumstances that may warrant rekeying include:

- new access controls;
- lost/stolen keys;
- change of personnel;
  or
- other security conditions.

Requests for rekeying can be submitted thru a [Facilities Management Service Request](). All requests will be reviewed by FM and recommendations will be provided. Approved requests for rekeying are not considered routine maintenance and departments will be billed for this service. Estimates will be provided upon request.

Special Door Locks

All requests for special door locks must include written justification and approval by the appropriate unit administrator, or designee, and sent to FM lock services. FM lock services will review the request to determine if the request can be met, utilizing the existing locking systems. If deemed an appropriate application, it will then require the approval of the AVP of Facilities Development and Management, or designee. Departments may not order and/or install any locking device without the written approval from the FM lock services.

Vendor and Contractor Keys

Vendors and contractors who need access ASU property (elevator service, vending, etc.) are issued keys through FM lock services. Vendors will be responsible for rekeying costs if the issued keys are lost or not returned upon the expiration period. Appropriate University staff will submit a Courtesy Affiliate Request for the Vendor. Once a Courtesy Affiliate number is issued, the Vendor will submit a Key System (SAM box) request form to gain access to the appropriate SAM box. Renewal of Affiliate number can be submitted by the Vendor or sponsoring University staff. Vendors will obtain their keys from designated SAM Box (es) on each campus. Keys are to be returned to the box every day; they must not leave campus. Failure to comply may result in suspension of key access.

Lost or Stolen Keys

All lost or stolen keys must be reported to ASU Police Department and FM lock services within 24 hours of the discovery. A [Facilities Management Service Request Form]() must be submitted.

An investigation will be conducted by the ASU Police Department in each instance of a lost or stolen key(s). The mandatory rekeying policy may be waived only upon written justification and notification by the department head or chair, and concurrence by the corresponding responsible dean and vice president, and approved by the AVP of Facilities Development and Management, or designee.

Individuals are responsible for the control and security of issued keys. Individuals may be held liable for charges relating to lost or stolen key(s) as well as unreturned keys when terminating employment at ASU.

A [Facilities Management Service Request]() must be submitted to FM lock services before rekeying of an area will be authorized. Again, the cost of rekeying will be the responsibility of the individual for individually issued keys or department for department issued keys. See [chargeback schedule]().

Miscellaneous Requirements and Prohibitions

The exchanging or lending of key(s) between individuals is prohibited.

It is the responsibility of the person(s) assigned/working in an office or laboratory to ensure that all entrances are locked and the area secured when leaving the area unattended during working hours, or at the conclusion of work.