

College Procedure: 304.9 – Keys

Policy Reference:	304 – Campus Safety and Security
Responsible Department:	Facilities and Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Facilities and Public Safety
Effective Date:	06/14/2010
Version Number:	4
Scope:	College-wide

Reason for Procedure

The purpose of this procedure is to allow controlled access to buildings in such a manner that will afford protection of assets and occupants. This procedure explains the assigned responsibilities for keys and their use to individual employees, students and others using keys and authorizing the issuance of keys.

The Procedure

Primary responsibility for the security of campus buildings lies with Public Safety and Facilities. Responsibility for maintaining locks, access hardware and issuance of keys belongs to Facilities. Responsibility for authorizing issuance of keys lies with the department heads and administrators. All campus keys are issued from Facilities. Facilities will maintain records of all campus keys.

Requesting Keys

Before requesting a key, the submitting department should consider the need. Many buildings are unlocked during work hours. An occasional or rare need to access an area or building should be handled by contacting Public Safety. For this reason, these key requests may be denied.

- Keys must be requested by the Department Coordinator or Supervisor for individuals who require access to buildings and rooms.
- Requests for a Grand Master key must be made by the department Director or Dean and approved by the Associate Vice President of Public Safety, Vice President of Facilities, or the President prior to being issued.
- Key requests for contractors or other vendors must be submitted by the department responsible for overseeing them at least 24 hours in advance. These requests should include a name and contact number for the person receiving the keys as well as an estimated date of return.
- All key requests must be submitted with the online key request form found on the Facilities and Public Safety KIN page.
- The individual submitting the request will be notified when the keys are ready to be picked up.

- When picking up keys, the employee will be required to sign a key agreement acknowledging the receipt of keys and that they are not to loan, transfer, give possession of, misuse or alter the keys.
- Possessing a Kirkwood key is for business use only and does not entitle the employee to use Kirkwood's facilities for personal use.
- Individuals who are issued keys shall be held responsible for them.

Returning Keys

- Keys are the responsibility of the person who signed the key agreement. At separation of employment, it is the individual's responsibility to return their keys to Facilities. Failure to do so will result in a charge being issued to the terminated employee.
- Under no circumstances are keys to be left in the department and handed to the next employee when one terminates employment.
- Supervisors are responsible for ensuring a terminated employee's keys are returned to the Facilities department prior to their departure. If keys are not collected, the terminated employee's last department will be charged for any keys not returned.
- Failure to return a key will result in a charge and assumes the same status as any other College debt. The charge will be on a per key basis with most keys carrying a \$25 charge. All Grand Master keys (GM/GMA) and IT keys (X6) will be \$100 each. Building Master keys will be \$50. Prox buttons and cards carry a \$10 replacement fee.
- Keys issued to adjunct, work study students and seasonal employees that do not work year-round must be returned at end of the semester worked.
- Department keys are the responsibility of that department. Any keys lost or stolen will be charged directly to the department.

Lost Keys

- Lost keys shall be reported immediately to the Facilities department by filling out a Lost or Stolen Key Report form online.
- A \$10-100 fee shall be assessed for a replacement key, depending on the key type.
- If a replacement key is not required, the fee must be paid before the person's record is cleared with the college.
- In the event that a Grand Master or Sub-Master key is lost, the person losing the key may be held liable for a portion of the costs incurred in re-coring all affected areas.
- Stolen keys will not require replacement fees if a police report is generated and submitted.

References

LINK: [Key Request Form](#)

LINK: [Report of Lost or Stolen Key\(s\) Form](#)

Definitions

KEYS: INCLUDES PHYSICAL KEYS AS WELL AS ANY PROX BUTTON OR CARD GIVING ACCESS TO AN AREA.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	06/14/2010	Troy McQuillen, Vice President, Facilities and Security	New procedure
2	06/04/2018	Cabinet	New template
3	09/09/2019	Cabinet	Procedure template
4	10/20/2022	Cabinet	Updated policy and pricing