

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-24**  
**Keys**

**Building Access**

Staff members and students may be issued keys to University buildings upon recommendation of the department chair or administrative head and approval of the building liaison, or his/her designee, in accordance with established procedures And with approval of the appropriate department chairman.

Keys are issued for entry to University buildings for the purpose of conducting University business only.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their behavior.

An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to University property resulting from failure to do so.

The University's hours of business are 8:00 am to 5:00 pm, Monday through Friday. Certain educational buildings are open for classes in the evening. Other facilities are open as scheduled for specific events. It is the policy of the University that other than during normal working hours, all buildings shall be locked unless a scheduled program or activity is in process.

Individuals who use University buildings after hours are required to carry identification and should be able to provide information about their presence to any officer of the University Police department if so requested.

**Duplication and Transfer of Keys Prohibited**

Duplication of University keys is strictly forbidden. If a duplication of a key is made or used without University consent and the individual is identified, the key will be recovered and the individual(s) involved shall be reported to their administrative supervisor for employees or Dean of Student Life for students.

In no case is a key to be transferred from one individual to another or to be obtained from any other source than from the University.

**Campus Master Keys**

Grand master keys may be issued to the following positions:

President, Vice Presidents, Director of Public Safety Services, Assistant Director of Public Safety Services, Public Safety Services Officers, Director of Physical Plant, Associate Director of Physical Plant, Manager of Custodial and Grounds, Facility Manager, Safety Coordinator, Construction Observer, Facility Project Coordinators, Computer Services Technicians\*, University Locksmith, Physical Plant Crafts Workers\*, Physical Plant Custodians\*, Residence Life Crafts Workers\*

***\* Grand masters for these areas shall be issued on a daily basis as needed and returned to lock boxes at the end of the shift.***

**Keys Not on University Master System**

Areas or offices will not be taken off the grand master system unless specifically approved by the President.

Keys to cabinets, lockers, and drawers within buildings or residence halls are not covered under the provisions of this policy. The Physical Plant will furnish such keys upon request, but the issue, control, and recovery of these keys are the responsibility of the Administrator in charge of the area.

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**Students**

Student will not be issued keys to buildings unless signed out from a University department's lock box inventory of keys.

**Contractors**

Contractors will be encouraged to perform all work in buildings during regular hours to negate the need for issuing building keys. Contractors will not be issued grand master keys. Building master keys may be issued to contractors when required for the scope of work, but only after coordination with the building liaisons and resident departments in the building. The use of construction cores and construction keys for contractors will be used whenever possible on renovations to avoid re-keying the entire building.

**Key Authorization Procedures**

**General**

Physical Plant Work Control is the office of responsibility for coordinating key issues and will receive requests for keys, notify key recipients of completed key requests, issue keys, receive keys when returned, issue key return receipts to employees to process out through their departments and provide assistance as necessary for departments to track individuals with access to their areas. Contact Work Control at 294-1926 or 1868 option 1 for assistance in processing your key request.

**Key Requests for Non Resident Hall Buildings**

All requests for keys to University buildings will be submitted on a written or typed Key Request form signed by the department chair or director or through an automated key request system for those buildings listed in Appendix A. Key Request forms as well as links to the automated key request system are available in the Forms section [Policies and Procedures Forms](#) of the University Policies and Procedures or the Physical Plant Home Page [Physical Plant Department - Sam Houston State University](#).

For written or typed key requests other than building entrances, building masters and grand masters, the department chair or director will approve all keys for areas under their responsibility and will forward all key requests to Physical Plant Work Control.

Written or typed key requests for building entrances or building masters will be forwarded to the assigned building liaison for approval before sending on to Physical Plant Work Control.

All automated key requests will be routed automatically to approving authorities.

The Director of Physical Plant or the Associate Director of Physical Plant will review and approve all key requests.

Key requests for grand masters will be forwarded through the assigned building liaison and to the appropriate Vice President for consideration of approval.

**Keys for Residence Hall Occupants**

Occupants of Residence Halls will receive keys to their rooms during their check-in and room assignment with the Department of Residence Life.

The Office of Residence Life will request all keys using the automated key request system and keys will be issued to occupants from department lock box inventories.

**Contractors**

Contractors needing keys for work on campus will request keys from a Physical Plant Facility Project Coordinator who will complete and forward a key request to the Director of Physical Plant for approval. Upon approval, Work Control will process a work order for the requested key(s). Keys will be attached to a tamper proof ring and identification plate annotated with restrictions on duplication. Work Control will

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sign keys out with drivers license identification and keep Facility Project Coordinators apprised of outstanding keys.

Contractors who do not return keys will be subject to lost key fees and their status for further contracts on campus will be reviewed.

**Key Issue Procedures**

**Faculty and Staff**

Faculty and Staff will be notified when keys are ready for pick up. Keys may be picked up from Physical Plant Work Control located in the Physical Plant Administration offices of Sam South. Individuals will be asked for their University identification. Keys will be listed on a Key Issue Form and the recipient will sign for all keys received. All information will be recorded into the key information management system.

**Residence Hall Occupants**

Residence hall occupants will receive room and exterior door keys for their use upon check-in at their respective residence hall.

**Contractors**

Contractors will be required to show their drivers license as identification and will pick up their keys from Physical Plant Work Control located in the Physical Plant Administration offices of Sam South.

**Students**

Students/Student Workers will only be issued keys for buildings through the department authorizing keys. Keys will be checked out to the student from department lock boxes for the period of time necessary and will be returned to the department when no longer needed or upon their departure.

**Key Return Procedures**

**Faculty and Staff**

Departments are ultimately held accountable for keys issued to their employees. Each department will establish internal procedures to ensure departing or transferring employees return key(s) issued by the University to the Physical Plant Work Control office. Work Control will annotate the receipt of keys on a Key Return Form and provide a copy to the employee to process out of their department.

**Residence Hall Occupants**

Residence hall students will return keys during check out from their rooms.

**Contractors**

Contractors will return all keys to the Work Control office in the Physical Plant Administration building.

**Student Workers**

Departments issuing keys to student workers will establish internal procedures to ensure keys are properly returned to the department when the need no longer exists or the student departs the university.

**Lost, Stolen or Unreturned Keys**

Lost, stolen or unreturned keys will be reported to the Physical Plant Work Control office in writing or through the on-line key request system depending on the building affected (see Appendix A for buildings on the automated key request system). Departments will be responsible for the costs associated with keys lost by their employees or students. Departments may also request, at their expense, lock changes for security reasons. Residence hall occupants will be assessed a lost key fee in accordance with current

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University Residence Hall guidelines. Contractors will be assessed a re-keying charge for lost keys and subject to administrative review for future contracts.

**Other Procedures**

**Keys for Maintenance Use**

Maintenance employees (Physical Plant, Computer Services, Telephone Services, etc.) requiring grand master or building master keys for daily duties will be required to check them out on a daily basis from Department lock boxes according to procedures developed by each department. Employees will return keys before departure from work on the same day.

Only workers on call will be allowed to sign grand masters out for a period longer than one day. This is necessary for them to provide quick response to valid emergencies involving safety, security, and health issues.

**Storage and Security of Unissued Keys including Lock Box Keys**

A lock box is a secure storage area for keys issued to the department chair or director for temporary issue to students or other individuals who are not under SHSU employment and cannot request a key for their personal issue. Only department chairs/directors will be authorized to request and take responsibility for lock box keys. A "lock box" can be a secured box on a wall, a file cabinet or a locked desk drawer, all of which will be keyed and controlled. The department chair/director may assign one or more of their staff to administer the issuance of keys from these key boxes, however the keys must be requested by the chair/director and they remain the responsibility of the chair/director. Key boxes will be limited to 150 keys maximum. Those departments presently exceeding this limit should review usage and reduce their inventory below this limit.

All "lock box" keys will be recorded on an inventory sheet to be referred to for audits. Departments will make arrangements for these keys to be signed out and signed in on a log sheet of the department's preference. Lost or stolen keys will be reported to the Physical Plant Work Control office.

Lock box keys will be retained in the department for as long as needed. From time to time you may be requested to perform an audit. The audit should show a list of keys in the possession of the department and a note or check mark indicating they have been accounted for. Department chairs/directors will send the audit back to Physical Plant Work Control. If an audit is not performed in the time given, a hold will be placed on future requests for lock box keys until a valid audit is received. Discrepancies in the audit will be addressed by the department chair/director with the Physical Plant Director.

Changes in department chairs/directors require that the keys be audited for accountability and both the outgoing and incoming chair/director should sign the audit and forward it to Physical Plant Work Control. The keys will be transferred to the new chair/director.

**Key Information Management System**

A Key Information Management System will be maintained by the Work Control and Locksmith offices of the Physical Plant. Computer Services and the Physical Plant department shall be responsible for maintaining the Key Information Management System. Security access will be the responsibility of Computer Services. The University Locksmith shall have sole access to pinning information for keys.

**Key Audits**

All departments with key boxes will perform audits of keys during the month of July and report the results by key and number of copies to the Physical Plant Work Control office. Discrepancies in the audits will determine action required to alleviate security concerns.

The Vice President for Finance and Operations may at his/her determination request audits of campus keys.

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Approved by the President: September, 2001

Reviewed by: Doug Greening-Director of Physical Plant – 11-01-08

Next review: 2/1/10