

**SECTION:** Business Affairs/Physical Plant  
**SUBJECT:** Campus Lock System and Rekeying

**ISSUED BY:** Vice President for Business Affairs and Treasurer  
**REPLACES:** Key Issue Policy  
**APPROVED BY:** Officers of Administration  
**EFFECTIVE DATE:** December 1996

**Policy:**

- Grand master keys will be controlled by a systematic coring of the campus with a completely new code series which will not issue grand master keys, but a series master key instead. This will reduce, in most cases, the number of cores that would need replaced in the situation that a person lost or had a key-ring stolen.
- The distribution of keys is on a “need to” access basis. The authorization process follows this system: The administrative officer or department head for a particular building will determine the need for a key to be issued to their area. This person will then determine if the key needs to be a series master key, a sub-master key in the series, or individual key/s. This information will be provided to the Physical Plant office by memo and then a key card will be completed for the key to be issued. Temporary keys may be signed out under this authorization system for short periods of time by phone or memo authorization addressed to the Physical Plant office.
- The key system and the key-holder information is maintained on a database which allows the Physical Plant to query information for better administration.
- The person who approved a key to be issued is ultimately responsible for the return of the keys.
- When a building is cored the Physical Plant will design with the department head or administrative officer, over the area involved, the most efficient system of keying making use of the series sub-series master keys, to the extent possible.
- Keyways will be assigned to activity areas. Currently the “A” keyway will be assigned to Administrative areas, the “G” keyway will be for Student Dormitories and student areas, and the “F” keyway for Faculty and classroom areas.
- A core rotation plan based on area function will be started. Locks can have their cores changed when occupants change or other security reason would dictate. Core series will be randomly cycled and shelved for periods of time.
- Key blanks at the Physical Plant are inventoried and issued with a two person signature system of distribution. There is a record of the intended use of the key blank.

- Keys will be labeled by core series and number only and not by building. All new cores will be labeled in such manner as it must be removed to read label.
- Cores will be randomly placed in a building.
- Key deposits are three dollars for rental and dorm rooms, and six dollars for student instructional areas (i.e. darkroom).
- Temporary keys for a construction project and vendors will be issued upon the approval of campus employee who is to oversee the project or activity requiring keys. The keys are to be returned at the end of the project. Master and series sub-master key will only be provided if the scope of the project requires them. Contractors are responsible for all the expense created by the lost or misuse of keys.
- Keys for student workers, who are assigned a particular work area, will be issued to the worker until the end of the school year or until the end of their employment. There may be an exception to this rule in high security areas.
- Keys for a student worker, who are not assign to a regular assigned work area, must be checked in daily with their supervisor unless special exception has been made by the administrative officer or department head or the area or to whom the employee is responsible.
- Authorization of areas in building, key holders and key return dates will be reviewed when a building is cored with a new series. (Keys will not automatically be exchanged for new keys.)

**General Rules:**

- 1) Keys are not to be duplicated.
- 2) Keys are not to be loaned.
- 3) Lost keys are to be reported by memo to the person who authorized the key to be issued and the Director of Physical Plant.
- 4) Key must be returned on the return date which was determined at issue or the end of employment or enrollment