Key and Lock Policy

POLICY STATEMENT
It is the policy of the University of Alaska Fairbanks (UAF) to provide reasonable access to university facilities, while maintaining a level of security, by installing approved lock systems and by controlling the distribution and duplication of campus keys and cards.

BACKGROUND & JUSTIFICATION
Other than during normal building hours, all university facilities shall be locked in order to maintain the security of both the buildings and their content. Keys are issued for entry to the buildings only for the purpose of conducting university business.

UAF Facilities Services is responsible for providing building access on campus. Building access (both exterior and interior) is provided by using various mechanical and electrical systems. All campus door locks are controlled using these systems. Facilities Services, working with the building users, will determine the type of keying needed and will issue all keys, cards and/or access codes (collectively known as "Keys"). No other sources for Keys are authorized. All Keys are the property of UAF.

Keys to vehicles, cabinets, lockers, and desks are not covered in this policy. Facilities Services will attempt to furnish such keys upon request, but the issuance and control of these keys are the responsibility of the respective university colleges and departments.

DEFINITIONS

Designated Key Issue Office: Keys to enter university buildings are issued through Designated Key Issue Offices using the procedures associated with this policy. The Associate Vice Chancellor for Facilities Services (AVCFS), or designee, approves the designation of a Key Issue Office.

Key Control Officer: Each Designated Key Issue Office shall have a Key Control Officer to oversee issuing and collecting Keys using the procedures in this policy. The Key Control Officer for Facilities Services is the Key Shop. Key Control Officers for all other UAF Designated Key Issue Offices are the administrative head, site director/manager, or their designee.

Access Approving Authority: One or more individuals within areas under their administration will be designated by the Key Control Officer as an Access Approving Authority. Staff, students, and non-university personnel to request Keys from the Access Approving Authority.

Key Holder: A Key Holder is a university student, faculty member, employee, contractor, consultant, vendor or other non-university personnel, who is assigned a Key to enter a university facility or space.
RESPONSIBILITIES

Key and lock procedures and forms for the implementation of this policy are maintained by UAF Facilities Services. They are available on the Facilities Services website at https://www.uaf.edu/fs/.

Designated Key Issue Office Responsibilities

Using the procedures associated with this policy, all Designated Key Issue Offices shall:

1. Have a Key Control Officer to oversee issuing and collecting Keys.
2. Safeguard their Keys in a secure place in a locked cabinet approved by the AVCFS prior to use.
3. Issue Keys.
4. Establish a Key tracking system approved by the AVCFS for Keys issued and returned.
5. Ensure compliance with the Key Level Authorization schedule shown in the procedures.
6. Change the access codes per the procedures.
7. Conduct an audit of Keys issued at least annually.

Facilities Services, as the primary Designated Key Issue Office, is responsible for all campus buildings and room Keys, residence hall master Keys, and campus security level Keys. Facilities Services shall:

1. Develop and maintain the university’s lock and key system, including schematics, codes, product standards, hardware, and service equipment.
2. Maintain a computer database of all Keys and associated building and room numbers they operate. Maintain a database of all Key Holders. Generate reports for Key Control Officers and Access Approving Authorities. Restore security in a timely manner whenever key control has been compromised.
3. Conduct an annual Key inventory audit of all Designated Key Issue Offices. Facilities Services will issue a notice to all Designated Key Issue Offices to conduct the audit and a reminder to change access codes.
4. Assist other Designated Key Issue Offices with setting up a key tracking system upon request.
5. Provide instructions and training for Key procedures upon request.

Access Approving Authority Responsibilities

1. Must follow procedures established by the Designated Key Issue Office from which they are requesting Keys.
2. Determines who can be issued Keys, or who can have access codes added to their Polar Express Card.
3. Must submit access requests to the Facilities Services Key Shop or to other Designated Key Issue Offices.
4. Is not authorized to pick up Keys for anyone.
Key Holder Responsibilities

All Key Holders

1. The holder of a Key to any university facility assumes responsibility for the safekeeping of the Key and its use.
2. The Key shall not be loaned or made available to others.
3. The Key Holder must return Keys to the FS Key Shop in person.
4. A Key Holder entering a locked area shall be responsible for securing the area when leaving. The Key Holder may be held responsible for loss or damage to an area as a result of leaving it unsecured.
5. All lost, stolen or damaged Keys shall be reported immediately as instructed in the procedures associated with this policy.
6. A Key Holder may be held financially responsible for costs associated with replacing a lost, stolen or damaged Key.

University Employees and Students

Employees and students shall request and return Keys through a Designated Key Issue Office as instructed in the procedures associated with this policy.

Contractors and Consultants

1. Contractors and consultants shall refer to their contract through Facilities Services Division of Design and Construction (DDC) for terms and conditions concerning Keys.
2. Before a Key is issued to a contractor or a consultant under contract with DDC, the Facilities Services Key Shop must receive a Key request from an Access Approving Authority at DDC.

Vendors and other Non-University Personnel

Vendors and other Non-University Personnel who have been authorized by a college or department to provide services on campus shall request Keys through a Designated Key Issue Office as instructed in the procedures in this policy.

NON-COMPLIANCE

1. Failure to comply with this policy and associated procedures may result in the administrative unit being held responsible for all costs associated with rekeying university buildings and spaces impacted by Keys lost, stolen, or not returned that were issued through the unit’s Access Approving Authority.
2. Key Holders refusing to return a Key upon request may be charged with theft of university property.
3. Students failing to return issued Keys or failing to pay fines associated with Keys may have grades, transcripts and/or diplomas withheld until their account is settled.
EXCEPTIONS

Health, Safety, Security and Facilities Maintenance
UAF employees in health, safety, security, and facilities maintenance positions are issued Keys to access buildings and other spaces to facilitate the performance of their duties in alignment with this policy. Emergency access by the Fire Department is authorized in all university buildings and spaces.

SECURITY ACCESS LEVELS

Keys are issued using the procedures associated with this policy based on the level of security a facility or space has been assigned. The security access levels are as follows:

General Access: No specific limitation on Keys issued. General access areas include building entries, classrooms, student laboratories, research laboratories, offices, office suites, and other areas not defined in the other access levels.

Semi-Restricted Access: Limitations may be placed on Keys issued to semi-restricted areas. Temporary Key access is issued upon approval of the Facilities Services Superintendent of Maintenance and the primary occupant of the space. Employees shall check in with the primary occupant before entering the area.

Semi-restricted areas include research laboratories conducting sensitive research, research areas having specific access limitations imposed on them by outside agencies, areas securing materials of significant monetary or historical value, and areas where lack of training would increase the risk to the health and safety of employees.

Restricted Access: No Key access is issued to anyone. Access to these areas by employees shall only be with an approved escort. Restricted areas include those posing significant risks to the health and safety of employees, areas securing materials of significant monetary or historical value, and areas where access limitations are imposed on them by outside agencies.

POLICY APPROVED BY:

Daniel M. White, Chancellor
University of Alaska Fairbanks

Date 4/1/19