UAF Campus Re-Key FAQ

1. Why is Facilities using DLevels for the key system?
   a. We are using DLevels to provide the initial structure to the key system.
   b. The DLevel is the primary method used to determine which doors Approving Authorities will be able to submit key requests

2. Our department/unit shares a room with another department. How can we each access that space if it only shows up in one department or neither department?
   a. If it shows up in a department’s list of spaces, request access from that department’s approving authority
   b. If it doesn’t show in either department’s list of spaces, contact Facilities Services Key Issue to help resolve space assignment

3. Will I have to carry more keys?
   a. Possibly depending on what areas you access now. Most people will have about the same number.

4. I have an old Master key- Will I be getting an equivalent replacement key?
   a. Probably not, the new key system is a completely different design standard so many keys do not have one-to-one equivalents. In addition, it is UAF’s goal to reduce the number of master keys issued. However, if you need access to a space, you will need to work with your Approving Authority to request access, and you may have to carry an additional key.

5. What about keys for General Instruction classrooms/labs? Conference Rooms?
   a. Approving Authorities may be able to request access to these type of spaces upon request to Facilities Services.

6. How will I get keys to my spaces?
   a. Your Approving Authority will electronically request keys/access for you on a Room by Room basis. If you currently access ten rooms, they will have to know, select, and approve of your access to those 10 rooms.

7. Will I still need to have a key form signed?
   a. No. All requests for keys in the new key system will be made electronically by approving authorities, allowing us to move to digital records. A carbon signature form is NOT required for requests using the new key system.

8. What if I need keys in a building that has not yet been rekeyed.
   a. If you need a key for the old key systems, requests can be made as they are now with our electronic key request form available at: http://facilities.alaska.edu/uaf/fsweb/keyrequest.cfm You will still need a signed key authorization form for keys on the old key systems.

9. Do I have to turn in my old keys?
a. Yes, however, we will not be asking people to return their old keys UNTIL the building re-key is complete. In addition, it will take us approximately 3 years to complete the rekeying of all the buildings on campus, so there will be some transition time where people may have some old keys and some new keys.

10. What about keys to Card Swipe areas?
   a. No keys will be issued to areas with card swipe access. If access is needed, the appropriate approving authority can authorize the access levels to an individual’s polar express card.