

## KEY ACCESS CONTROL OREGON TECH PROCESS

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### PURPOSE

In the interest of providing the Oregon Institute of Technology ("Oregon Tech") community with a safe environment to learn, teach, live, and work, the University limits and controls keys to University facilities and spaces. Keys and locks to University facilities and spaces are the property of Oregon Tech, and should be obtained and managed in accordance with this process. The specific purpose of this process is to ensure keys are issued only to appropriate persons and for appropriate reasons; to define the responsibilities of University key holders; and to provide for the responsible care of keys held by key holders. Keys are managed according to their risk category.

### REASON FOR PROCESS

Oregon Tech faculty, staff, and students will be issued keys, key cards, key codes and/or key FOBs to campus buildings, offices, classrooms, labs, other teaching spaces, and other facility spaces as required to complete job duties.

### APPLICABILITY/SCOPE

This process applies to all students, employees, schools, colleges, and administrative units of the University.

### DEFINITIONS

- **University Key** – Key that opens University-controlled buildings, facilities, or structures, to include gates. For the purposes of this process, this would normally exclude keys to student and athletic lockers, desks, systems furniture, or vehicles and equipment, all of which are controlled at the department level.
- **Restricted Access Key** – Certain areas, although within a department's space, may have restricted access due to an increased need for security or because of a special hazard. Typical areas would include certain research and lab areas, special storage areas, electrical-mechanical spaces, high-voltage rooms, roof access, exterior gates, athletic areas, or areas where hazardous items are contained therein, and where routine access is not appropriate.

### UNIVERSITY PROCESS

- **Issuance of Keys** - Keys will only be issued on a defined basis to members of the University community -- faculty, staff and students (i.e., not to contractors, etc.). There must be a written authorization from the appropriate level for key issuance. Keys are picked up and signed for at Facilities Management Services. Operator-level keys may be picked up by any responsible person authorized to do so by the department local key coordinator, but all restricted access keys must be picked up and signed for by the person who will ultimately

control and be responsible for the key(s). Students will not be allowed to pick up keys not being issued to them personally and without supervisor authority.

- **Tracking of Keys** – The Facilities Management Locksmith Shop will track the issuance of all restricted access keys, as well as temporary keys that are signed-out. Department heads, deans, and chairpersons (or their designate) will be responsible for tracking the issuance of and ensuring the return of all keys in their control, whether standard-issue or restricted access keys. The Locksmith Shop (541-885-1999) is available as a resource for key control best practices.
- **Temporary Key Issuance** – Because of the unique short-term nature of temporary access needs, the high volume of such transactions, and in the interest of timeliness for key delivery, the standard authorization process does not apply to temporary key sign outs from the Locksmith Shop customer service window. In all cases of temporary key sign out, a defined return date is required and must be complied with, or sign out privileges may be revoked. A Vice President or Provost sign-off is still required for keys to restricted/controlled spaces.
- **Unaccounted for Keys** – Unaccounted for (lost/missing/stolen) keys shall be reported to the Campus Safety Department as soon as possible after the key holder determines a key is missing. The Security Advisory Group will determine whether a re-coring of the affected building(s) and/or locks will be necessary as a result of any keys that are lost/missing/stolen. The daily Campus Safety Department crime report includes information about lost/missing/stolen keys.
- **Responsible Office:** Facilities Management Services is responsible for processing key requests, and ensuring proper authorization is in place for creating, issuing, and replacing keys for employees. Facilities Management Services is also responsible for tracking the issuance of all keys, and for reporting the loss of all unaccounted for keys of which they become aware. Facilities Management Services will also serve as an advisory resource to departments on best practices for key issuance and control.

## PROCESSES

### Key Issuance Authority

Standard key issuances will be approved by Department Heads, with requests then forwarded to Facilities Management Services. Facilities Management Services requires one week's notice from the approving authority to prepare keys for issuance.

Non-standard key issuances (requests for access to restricted or controlled spaces) will need Vice President or Provost approval.

Student employees may possess campus keys issued under the authority of their current assigned faculty or staff supervisor and Department Head. Student employees may not possess keys to restricted spaces at any time.

Students may only possess campus keys or key cards for student housing (if they are residents) and the student services areas in the College Union (CU) and Housing. Keys and key cards to the Residence Hall and the Sustainable Village dormitory buildings (student housing) will be issued by the Housing Office. Key requests for the student services areas in

the CU and in Housing are forwarded by the respective director for the space(s) in question to the Vice President for Student Affairs for approval.

All rooms, storage spaces, and other spaces that are not personal student or athletic lockers must be accessible to Campus Safety and the Environmental Health and Safety (EH&S) office for safety and inspection purposes. Personal locks are not authorized on any spaces except assigned personal student or athletic lockers. Cabinets and storage lockers must have a Facilities Management Services-approved lock or padlock. Rooms or other spaces capable of fitting a person inside may not have padlocks to secure them, per the state fire code. Non-approved locks may be removed without warning.

## **Control of Keys**

Control of keys is essential to campus security. Faculty, staff, and student employees are not authorized to lend their issued keys to anyone.

Campus Safety officers have instructions to confiscate any campus keys found in the possession of unauthorized people, and to investigate the circumstances surrounding the incident.

Lost or stolen keys must be reported immediately to Campus Safety.

Duplicate keys may only be made or issued by Facilities Management Services.

Students wishing to have access to locked campus spaces such as labs and project spaces must have approval from their supervisor, Department Head, and Dean in writing. Campus Safety will maintain the list of students that have received authorization for access to locked spaces, and will be responsible for monitoring and providing entrance.

New hires will pick up keys from their direct supervisor. Replacement or additional keys will be picked up and signed for by the user at Facilities Management Services. The inventory of issued keys will be kept in Facilities Management Services, and will be provided to the Campus Safety Department and to their supervisor. Facilities Management Services, the Campus Safety Director, and the campus Emergency Management and Environmental Health and Safety Director will keep the list of restricted spaces.

All keys in faculty or staff possession must be returned to their supervisor when no longer needed or prior to leaving Oregon Tech employment. The supervisor will check against the current key issue list, document, and return keys to Facilities Management Services.

Keys issued to students for student services areas must be returned to their assigned faculty or staff supervisor who issued the keys initially.

Student housing keys and key cards must be returned to the Housing Office.

Keys not returned or lost will result in a charge for replacement and to cover the cost of changing locks as necessary. The cost of rekeying due to loss or failure to return keys will be charged to the individual key holder, with a charge not to exceed \$125.

The cost of replacement for unreturned student housing keys and key cards will be deducted from the student's housing deposit.

## Links to Related Policies, Forms, or Information

Link to Key Request Form:

[https://oregontech.sharepoint.com/:w:/r/dept/ehas/\\_layouts/15/Doc.aspx?sourcedoc=%7B264873EE-DBDF-44FB-B1C9-5A481EB6E03A%7D&file=Key%20Request%20Form%20-%202018.docx&action=default&mobileredirect=true](https://oregontech.sharepoint.com/:w:/r/dept/ehas/_layouts/15/Doc.aspx?sourcedoc=%7B264873EE-DBDF-44FB-B1C9-5A481EB6E03A%7D&file=Key%20Request%20Form%20-%202018.docx&action=default&mobileredirect=true)

This process may be revised at any time without notice. All revisions supersede prior processes and are effective immediately upon approval.

Approved: \_\_\_\_\_  
Thom Darrah, Director Facilities Management Services

Date: \_\_\_\_\_