



Facilities Access Management Policy

OBJECTIVES OF POLICY

To maximize campus security, increase individual responsibility, clarify expectations and procedures, and reduce exposure to consequences of key loss and theft where possible, and to provide satisfactory building access.

ELIGIBILITY

Appropriate access levels are critical to adequate campus security therefore keys will be issued to full-time, part-time, temporary and student employees based on the access level needed to fulfill job functions. Issuance of keys may not be necessary for temporary or part time employment situations, particularly, those occurring during hours when units are unlocked. Individuals who are not employees (i.e., volunteers, visitors, vendors and contractors) are not eligible to hold keys. Alternatives are presented herein.

Key issuance is always restricted for areas designated as high security and where there are specific safety concerns identified by the Facilities Management director and Campus Safety director.

KEY HOLDER RESPONSIBILITIES

Key holders share in the critical responsibility for maintaining a secure and safe campus. The responsibility is an important one and for that reason people holding keys are required to sign a statement of responsibility acknowledging responsibility and agreeing to:

- comply with campus security precautions and the Facilities Access Management Policy;
- protect PLU keys from theft and loss, as one would protect keys to one's home or vehicle;
- return keys immediately when employment term ends and/or when access is no longer required (i.e. transfer to a different unit, change of job responsibilities); and
- replacement fees for lost or non-returned keys.

Units are required to manage keys held by student workers and keys in lock box systems.

Employees, including student employees, ultimately bear full responsibility of returning keys to Facilities Management. The university relies on units to coordinate retrieval of keys from temporary and part-time employees and all employees who transfer out of units because of job changes, offices moves, etc. Terminating full-time employees return keys through the exiting process coordinated by Human Resources.

Faculty, staff, and students who enter locked buildings must secure all doors immediately upon entry.

Duplication of keys is never permitted.

ACCESS OPTIONS FOR EMPLOYEES AND UNITS

Most full-time employees are issued keys to office spaces and building entrances. For temporary and part-time (permanent or temporary) employment situations primarily utilize options one, two, or three. Use option four only if necessary. Turnover patterns make it difficult to manage and retrieve keys in these scenarios.

Option One – Campus Safety Lockbox: Units can request a key from Facilities Management using a key request form specifying that the key will be kept at Campus Safety. Units shall provide the key to Campus Safety and thereafter employees can pickup the key at Campus Safety when access to the work site is necessary and return it to Campus Safety at the end of the specified period. This system can be utilized year round along with an approved user list periodically provided to Campus Safety by the unit.

Option Two – Campus Safety Access: An access list is prepared by units and provided to Campus Safety. Upon request, Campus Safety will provide access to anyone on the access list. The access list must specify access times and length of term. The access list shall be updated by units to remove names or add names.

Option Three –Unit Lockbox: Units can request a key from Facilities Management using the key request form specifying that the key will be a unit lock-box key. The key will be managed by the unit on a check-out basis to users. The unit will be accountable for the key to include key tracking; reporting missing keys; and conducting a key audit when requested by Facilities Management staff. The unit is required to purchase and use the lock-box to store keys. This is also suitable for labs, storage, etc. PLU guests are not eligible to use keys from unit lock boxes. See *Short Term Key Use*.

Option Four – Unit Authorized Keys: Units can request keys for employees using a key request form signed by the unit head, and a building supervisor, if that building is listed in *Request of Keys* section.

ACCESS OPTIONS FOR STUDENT EMPLOYEES

For the sake of security, the issuance of university keys to student employees should be very limited because of the temporary nature of employment periods and difficulty in retrieving keys at departure. Units should select the option below for highest security balanced with access needs. We strongly recommend units utilize Option One or Two to minimize lost key issues and minimize the time units spend managing keys.

Option One – Campus Safety Lockbox: Units can request a key from Facilities Management using a key request form specifying that the key will be kept at Campus Safety. Units will provide the key to Campus Safety. Thereafter, student workers can pickup the key at Campus Safety when access to the work site is necessary and return it to Campus Safety at the end of the shift. This system can be utilized year round along with an approved user list periodically provided to Campus Safety by the unit.

Option Two – Campus Safety Access: An access list is prepared by units and provided to Campus Safety. Upon request, Campus Safety will provide access to anyone on the access list during the times listed. The access list shall be updated by units to remove or add names. The access list should specify access times and duration of access term.

Option Three –Unit Lockbox: Units can request a key from Facilities Management using the key request form specifying that the key will be a unit lock-box key. The key will be managed by the unit on a check-out basis to users. The administrative staff in unit will be accountable for the key to include key tracking; reporting missing keys; and conducting a key audit when requested by Facilities Management staff. The unit is required to purchase and use the lock-box to store keys.

Option Four – Unit Authorized Individual Student Keys: Units can request keys for student employees using a key request form signed by the employee's supervisor, final authorization by unit head, and for buildings in the *Key Requests*, the building supervisor.

Units are required to issue year-end reminders to student employees for the renewal and/or return of keys. Full procedures are posted on the Facilities Management web page.

SHORT TERM KEY USE

Unit Lock Boxes: Units have the option of establishing lock-box systems for temporary key checkout. Units are responsible for management of the locked box in cooperation with Facilities Management and are subject to replacement fees. PLU guests are not eligible to use keys from unit lock boxes. Examples are keys used for smart classrooms, labs, seminar rooms, storage spaces, and student workers.

Guests: Guests or visitors requesting access to rooms within a building are to be directed to call Campus Safety for access or, if appropriate, to visit Facilities Management to request temporary use of a key. Conference or event guests can also be directed to the Concierge desk or Conferences and Events office in the University Center.

Vendors, Contractors, Local Authorities: The Facilities Management director, or his/her designee, will verify appropriateness of a unit's key request, or provide the authorizing signature for direct requests. The key must be returned at the pre-defined date of project completion.

KEY REQUEST

Keys are requested via a completed key request form submitted to Facilities Management (a memo is not sufficient). Forms are found on the Facilities Management website at <http://www.plu.edu/~fama/>. Identify the access location by door number only. Without a door number the request cannot be filled. The key request must be authorized by the unit authority (dean, director, chairperson, or their designee of the unit) and approved by the building supervisor for buildings listed below. Keys for student workers also require the signature of his/her supervisor.

<u><i>Building</i></u>	<u><i>Building Supervisor</i></u>
Athletic Buildings or Units: (Fitness Center, Memorial Gym, Olson, Pool, etc)	Director of Athletic Facilities
East Campus	Director of the Wellness Center
Ingram Hall:	Dean of the Arts or Chair of Art Department
Mary Baker Russell:	Chair of Music
Mortvedt Library:	Dean of Information and Technology Services
Rieke	Dean of Natural Sciences
Xavier	Dean of Social Sciences

The Facilities Management director or his/her designee may determine that further authorization is required for the key request.

With a key request, keys will be issued to chairs, deans, and directors for use in a lock-box systems that unit's will manage as noted in the section *Access Options for Employees and Units*.

PICKUP OF KEYS

Keys are to be picked up at Facilities Management by the individual identified on the key request. A valid university ID card is required as proof of identification when receiving keys. The key holder must enter into a statement of responsibility at the time of key issuance.

RETURN OF KEYS

Key holders are required to return their keys to Facilities Management anytime access is no longer required (resignation/termination, transfer to a change in space, change of job responsibilities, etc.). If they chose to return keys other than in person, neither the unit or Facilities Management will be responsible for keys not received, not inventoried or lost, regardless of fault. Facilities Management's master inventory will be the final authority in case of disputes about key returns.

The university relies on units to coordinate retrieval of keys from temporary and part-time employees and those who transfer out of units because of job changes, offices moves, etc.

Faculty and staff that separate from service with PLU *or* who are taking personal leaves of absence of more than one academic year must return all keys to Facilities Management. Sabbaticals are not considered leaves of absence.

STOLEN, LOST, OR NOT-RETURNED KEYS

Report lost or stolen keys to Campus Safety immediately. The scope of rekeying will be determined by the Risk Manager, Director of Campus Safety and Facilities Management Director based on the Campus Safety report of findings. Broken or damaged keys presented to Campus Safety will be replaced at no charge.

A fee for non-returned or replaced keys will be assessed to individual key holders and/or units. Fees are designed to partially offset recoring rekeying costs and will be charged regardless of the scope of rekeying. Units will be charged via an interdepartmental charge initiated by Facilities Management. Individuals pay fees at the Business Office cashier's window and provide proof of payment (receipt provided by cashier) to Facilities Management within one (1) business day. If payment is not voluntarily received and verified, fees will be collected through payroll deduction, collections, or through a student account.

FEE SCHEDULE FOR NON-RETURNED OR LOST KEYS

Single Door Key Replacement/Non-Return: The following fees will be charged to all key holders (key holder may be the unit in the case of lock-box systems and part-time, temporary, visiting, and student employees).

- 1st – 2nd loss: \$25 per key
- 3rd loss \$25 per key and keys will not be reissued to individual

Submaster and Master Replacement/Non-Return: The unit and the key holder will each be charged 50% of the following fee.

- 1st – 2nd loss: \$100 per occurrence
- 3rd loss: \$100 and submaster/master key will not be reissued to individual

RESIDENT HALL KEYS (STUDENT KEY HOLDERS)

See the residential key policy.

KEY INVENTORY

Facilities Management maintains a master inventory of each key issued to employees and students. This master inventory is the authoritative record of key possession. Key holders and units are accountable for the keys on

Facilities Access Management Policy at <http://www.plu.edu/~fama/>

record for them. Periodically audits of key holders will be conducted by Facilities Management with assistance from deans, chairs, directors and designees.

CARD ACCESS

To be determined.