

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-07
Subject:	Key Control	Effective Date:	December 2010
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Facilities Officer:	Maggie Garcia	Reviewed Date:	June 2022

Standard Operating Procedure

Facilities and Construction is authorized to issue university keys to faculty, staff, graduate assistants, students, and individuals with an authorized relationship and requiring key access to university facilities.

Purpose

To develop a procedure for requesting, authorizing, receiving, and returning University of Toledo keys.

Procedure

Key Requests

Keys can be requested electronically at <https://keyrequest.utoledo.edu/login.aspx?ReturnUrl=%2f>

Approver Requirements

Department Dean, Chair or Business Manager and Senior Department Administrator who is the administrator of the charging index are appropriate approvers for the department.

Requesters cannot self-approve and must submit their request for approval to their Director, Dean, Chair or Administrator.

Approvers and Supervisors are responsible for making sure keys are returned to Key Control within the set deadlines to prevent charges to the approving index.

Key Eligibility Criteria

Type of Key	Eligibility to Carry
Great-Grand Master (Access to all HSC Facilities)	-President -Senior Administration - AVP Facilities
Grand-Master – HSC Building Master – MC	-Appropriate Facilities Staff -Department VPs/Director -1 departmental copy allowed–must be kept in lockbox in main office

Sub-Master	-Employees as needed to perform duties with special approval by Director/Dean/Chair only. <i>(Limited to Maximum of 4 per approving index)</i> -1 Departmental Sub-Master allowed-must be kept in lockbox in main office
Single Door Lock*	-Employees as needed to perform duties
Building Entrance	-Employees as needed to perform duties
Construction/Mechanical Rooms/Custodial Closets/Special or Restricted Access areas	-Facilities Staff as needed to perform duties only -Contractors granted permission by Facilities

*Single Office doors will have one (1) key approved per office. Requests for multiple copies of single office doors will be denied. Office door keys must be returned before new requests are approved.

Graduate Students or other student employees must be currently registered and/or attending classes to be eligible for keys. Student employees are eligible for Single Door Lock Keys only (this includes offices, labs or common areas or other areas required for their position. Any exceptions to this must be approved. Exceptions to any of the above must be approved by the department Dean or Chair and approved through their index. All fees and fines associated with lost or unreturned keys or misuse of approved key will be the responsibility of the approving index.

Master Keys

Master Key assignments are restricted to employees whose positions require building-wide access. One (1) master key may be requested as a departmental key under the department's index for office use, however this key is *required* to remain in a secure lockbox within the department's office to be distributed by Key Control. Key lockbox suggestions can be provided by Facilities & Construction.

Loss of key resulting in failure to secure this key could result in incurring re-keying and re-core costs for the entire building to the index requesting the key.

Master and Sub-Master Key assignments will be limited based on a set number of keys. Once this number of keys is met, no more requests for this key will be honored until an un-used key with the same key number is returned to Key Control.

Lockbox Requirement

Departmental Master and Sub-Master Keys will be authorized only under the condition where an approved lockbox is available.

Lockbox purchase is the responsibility of the requesting department. A list of approved key lockboxes is in the Key Control website.

Departments can give access to the lockbox to anyone who may need wider access to areas. The Master and/or Sub-Master Keys are required to remain in the lockbox and cannot be taken off campus to aide with building and campus security.

Key Pick Ups

At Main Campus, appointments are required for pick-up. Key Control is in the Plant Operations Building, PO1130

At HSC, Keys can be picked up in the basement of the Mulford Library Building, at the Campus Security Window.

A Photo ID is required for all pickups.

Only the individual who is assigned the key is allowed to pick up the key. Approval to pick up keys for others will be evaluated on a case-by-case basis only when the proper authorization is given.

Keys will only be held in Key Control for pick up for 30 days beyond the Key Ready date. Keys that have not been picked up after 30 days will be returned to the locksmith and a key return fee will be applied to the index of the key approver listed on the key record.

Key Transferring

Transferring of keys between individuals, departments or other locations is not allowed. All keys must be returned to F&C Key Control to be officially returned on record and re-assigned to the new record. This is due to key tracking and building security reasons.

At the time of transfer or promotion to another department, the department authority is responsible for ensuring all keys are returned to the key Control department by the departing individual. The Key Control department will not issue new keys to the transferred or promoted individual until all keys are accounted for.

Key Returns

When keys are no longer needed by an individual, the keys are to be returned to the Key Control Department. Keys cannot be transferred to another individual except through the Key Control Department.

For employees transferring to a different department or position within the University, all assigned keys used in former position are required to be returned to Key Control before new keys will be released for assignment. Any variations to this requirement must be approved by the original key approving index controller or department chair in writing to Key Control before new keys will be released.

For employees separating from the University, keys assigned to the individual must be returned to Key Control within 7 days of the official date of separation. Keys not turned in after 7 days will incur a replacement fee charged to the original approving index.

Graduate students or seasonal employees with keys must return their assigned keys within 7 days of the end of assignment. Keys not returned within 7 days may result in a hold placed on your student account until the key is returned.

Department Key Approvers and Supervisors are responsible in making sure employees return keys within the specified time. Department Key Approvers and Supervisors are also responsible in making sure approved keys are picked up by the assigned individual within the 30 days' time limit.

Lost, Unreturned, Broken or Stolen Keys

In the event a key is lost or not returned, the authorizing department of the key will be assessed a fee commensurate to the expense incurred by the university to replace the key and if necessary, re-core and reissue new keys. The decisions to re-core and reissue new keys rests with the Senior Vice President for Administration.

Stolen Keys will be replaced without charge only if a copy of the police report listing the keys as stolen is included with the replacement request.

Broken, bent or non-working Keys will be replaced without charge when the broken key is returned to Key Control during initial key replacement request.

Fine/Fee Schedule

Fines and Fees for Lost Keys, Unreturned Keys, Re-keying, Re-coring, or Unclaimed Keys sent back to the Locksmith will be charged against the original approving index.

Fines/Fees

Unclaimed Key	\$25
Re-issue of Lost Key	\$25
Unreturned Key	\$25
Re-Key	\$100 base cost*
Re-Core	\$200 base cost*
<i>*Final cost dependent on labor & material costs and number of keys and/or cores required</i>	

Key Audit

Key Control will conduct a Biennial Key Audit for each department. Response to the audit is mandatory and failure to respond will result in delays or restrictions to future Key Request Approval.

Requests for Key Assignment lists will not be honored during the key audit period. A list of keys in possession at the time of audit should be sent to Key Control via the method of communication chosen and timeline set by Key Control. Assignment records will be updated accordingly, and updated key assignment records will be sent to any individuals upon request after completion of the key audit.

Contractor Access

Contractors and other non-University requestors must complete the Contractor/Affiliate Key Request forms located on the Key Control website. Keys must be authorized by the appropriate approver for the location in which keys are being requested. Final key authorization and approval will be given by Facilities and Construction. All costs associated with lost keys, unreturned keys - including re-keying and re-coring will be the responsibility of the approving department and/or the firm to which the keys were issued. Final project payment will not be made until keys records are settled.

Key and Building Security

- The individual to whom keys are issued is personally responsible for the use of said keys until returned to Key Control.
- Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual.
- Key holders shall not “prop” doors or windows open or leave them unlocked during hours when the facility is normally closed.
- If for some reason you cannot lock or unlock a door with your key, contact Facilities & Construction Key Control.
- Keys are property of the State of Ohio and MAY NOT be duplicated.
- Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building.
- Employees may be issued keys for the duration of employment and are required to be returned to Key Control at the time of separation from the University of Toledo.