

## **2-2.21 KEY POLICY**

This key policy applies at all CWU buildings. Individuals who are issued keys through the lock shop should regard this policy as applicable to the keys they retain. This policy is authorized by the CWU policies manual (7-2) under the direction of the director of facilities management whose authority is outlined in the CWU policies manual (7-2). For the purpose of this document the term “key” refers to hard key and electronic access.

**(1) Responsibility for Keys -** Access to university spaces is controlled by a security lock system. The facilities management department will maintain oversight and maintenance of all lock systems including electronic card access. Facilities management will work with individual departments to create a satisfactory access system for their individual needs.

**(2) Authorization and Issuance of Keys -** The purpose of establishing a university key system is to allow access in a building to only those having a clearly defined need, as determined by the responsible agent in section 5.4.

(A) The responsibility of assigning proper access belongs to department chairs or administrative heads who may authorize access for staff and students for their respective areas of responsibility. Keys will be issued at the lock shop or other mutually agreed upon location upon presentation of a properly completed and signed “key authorization” card. Identification will be required. If additional keys are needed at a later date, a new key authorization card is required.

(B) Only the cwu president, vice presidents, deans, director of operations and resource management, associate director of facilities for student affairs and operations for campus life, and the director of facilities management may authorize building master keys for their respective areas of operation. The total number of building master keys that may be issued per academic building is three. Requests for authorization to issue more than three building master keys must be reviewed and recommended by the key system advisory group for approval.

(C) Issuance of departmental master keys is limited to staff with a clearly defined need. Departments may issue a limited number of departmental master keys to students with a clearly defined need. The lock shop will monitor the number of departmental master keys issued to students and report concerns to the key system advisory group. The key system advisory group may authorize corrective action.

(D) Before keys may be issued to contractors, vendors and/or service agents, the lock shop requires a signed document stating company financial responsibility for all rekeying that must be done to restore security due to keys lost or not returned.

(E) Only in extreme circumstances will a lock be considered for keying away from the established master key system. A written request must be reviewed and recommended by the key system advisory group for approval prior to work request.

### **(3) Return of Keys**

(A) Department chairs and administrative heads shall require individuals terminating employment and/or enrollment with the university, or transferring to another department on campus, to return their keys to the lock shop. The individual and/or the department responsible for the issuance of keys will be charged an irretrievable key fee to restore security as a result of keys not returned.

(B) Caution: key holders should personally return their keys to the lock shop in order to insure proper credit. Receipts for returned keys will be issued.

### **(4) Lost Keys**

(A) The loss or disappearance of university keys must be reported to the lock shop and issuing department immediately. Public Safety and Police Services may also be contacted because lost keys are often returned there.

(B) Upon receiving a report of an irretrievable key, the lock shop will send irretrievable key notification to the issuing department. Replacement keys will not be reissued without receipt of the signed irretrievable key notification and a new key authorization card.

**(5) Financial Responsibility for Irretrievable Keys**

(A) Departments authorizing the issuance of keys are responsible for irretrievable key charges.

(B) The lock shop will assess a delinquent key charge through the FRS/SIS system when keys are identified as delinquent. The delinquent key charge may be credited if delinquent keys are returned to the lock shop in a timely manner. The delinquent key charge is \$35 per key.

(C) An irretrievable key charge is applied to all irretrievable keys. The irretrievable key charge is used for administrative and rekey work done to restore security due to irretrievable keys. In the event rekeying is not required because key loss falls below established criteria, the irretrievable key charge will be held to off-set rekey costs in the future. The irretrievable key charge is \$35 per key for all keys below the departmental master level. The irretrievable key charge for keys at the departmental master level and higher will be assessed at the actual cost to rekey.

(D) The work required to restore security due to irretrievable keys will be determined by the responsible agent identified as follows:

1. State funded facilities by the director of facilities management. (CWU policies manual 7-2)
2. Campus housing, dining services, and conference program facilities by the director of operations and resource management for student affairs. (CWU policies manual 8-1)
3. Samuelson Union Building by the associate director of facilities and operations for campus life (CWU policies manual 8-1, 8-4)

(E) Criteria for rekey used as a guide for all campus buildings:

|                                  |  |
|----------------------------------|--|
| Building Entrance                | 10% of keys issued for the building entrance |
| Residence Facility (Apt or room) | one key                                      |
| Office (non-critical)            | 5% of keys issued for the office             |
| Office (critical)                | one key                                      |
| Classroom (non-computer)         | 20% of keys issued for the room              |
| Lab (non-computer)               | 15% of keys issued for the lab               |
| Computer/Electronic Media        | one key                                      |
| Mechanical Space                 | 20% of keys issued for the space             |
| Special Storage (short term)     | one key                                      |
| Building Master                  | one key                                      |
| Departmental Master              | one key                                      |

(F) An assessment of security concerns will be made when the lock shop has identified irretrievable keys. Because of security concerns, work done to restore security may be done before irretrievable key notification has been sent to the department.

The authorizing agent has five working days from the date of receiving the irretrievable key report to indicate financial responsibility i.e., charge the individual through the FRS/SIS system or charge the department. Failure to return the report to the lock shop may result in automatic irretrievable key charge assessed to the department.

Departments and/or individuals that wish to contest any charge or action may schedule to meet with the key system advisory group. Please contact the key system advisory group secretary to schedule a meeting.

**(6) Duplication and Transferring of Keys**

(A) Duplication or unauthorized use of university keys is illegal. Use of such keys may be considered burglary and/or trespass under RCW 9A.52.030 and/or 9A.52.080

(B) Transferring university keys between individuals is prohibited. Loaning of keys for access to university facilities is prohibited. Individuals who loan their keys will be held responsible should they be improperly used or lost.

**(7) Departmental Key**

(A) Departments may obtain keys for use by that department. The number of keys checked out to a department should be kept to a minimum. Additionally, all departmental keys must be properly secured; allowing for controlled access by authorized individuals only. Departments shall work in conjunction with the lock shop in attaining a secured location to store departmental keys. Departments are required to maintain an accurate log of all key checkouts.

**(8) Padlocks and Safe Combinations**

(A) Padlocks keyed to the same high-security lock system as buildings will be monitored by the lock shop. Lock shop personnel will not monitor department padlocks that are not keyed to the building lock system. Such locks and their use will be the sole responsibility of the department.

(B) The lock shop maintains control over all safe combinations.

**(9) Key System Advisory Group**

(A) The key system advisory group reports to the director of facilities management. It meets quarterly and as needed to review irretrievable key actions; lock shop policies and procedures; and review the CWU key policy. The key system advisory group meetings are open to the campus community. The current key system advisory group consists of:

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|-------------|--|
| chair:      | director of facilities management                                  |
| ex officio: | FMD lock shop/building maintenance secretary senior                |
| members:    | director of operations and resource management for student affairs |
|             | associate director of facilities and operations for campus life    |
|             | chief of public safety and police services                         |
|             | provost office representative                                      |
|             | building maintenance supervisor                                    |
|             | locksmith  |
|             | faculty member appointed by faculty senate                         |
|             | ascwu vice president, facilities                                   |

*[Pres Cab: 3/6/00; 4/00]*