

# Keys

## University Operations – Facilities

### CWU Policy 201-11

**Effective:** February 1, 2017

**Policy Review Date:** YEAR

**Policy Executive:** Senior Vice President – Finance and Administration

**Responsible Office/Unit:** Facilities Management

#### Policy Statement:

#### Applicability:

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#### Content:

Policy

Appendix A – Key Issuance

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- (1) Access to University spaces is controlled by a security lock system. Facilities Management Department maintains oversight and maintenance of all lock systems including electronic card access.
- (2) Duplication of unauthorized use of keys is illegal. Use of such keys may be considered burglary and/or trespassing under [RCW 9A.52.030](#) and/or [RCW 9A.52.080](#). Transferring keys or loaning keys between individuals is prohibited. Individuals who loan their keys will be held responsible should they be improperly used or lost.
- (3) See Appendix A - Key Issuance, for procedure.

#### History:

*10/15/08; Responsibility: Facilities Management Department; Authority: VP of Operations; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 02/01/2017; Approved by: James L. Gaudino, President  
Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-50-070, June 2025  
Attached Procedure CWUR 7-30-110 as Appendix A, June 2025*

## Appendix A - Key Issuance

**(1) Authority:** CWU 201-11 - Keys. This procedure applies to all hard key and electronic access to buildings owned and/or leased by CWU.

### **(2) Authorization and Issuance of Keys**

- A. Keys or electronic access are issued to those having a clearly defined need as determined by the authorizing agent. Authorizing agents include department chairs, administrative heads and/or division heads in their respective areas of operation. Keys will be issued at the Lock Shop upon presentation of identification and a completed "Key Authorization Card."
1. **Student and Non-Resident Access:** University Housing and New Student Programs (UH&NSP) may issue keys and/or electronic access to students living in a residence hall or apartment complex. Non-resident access will only be issued by the Lock Shop.
  2. **All Keys:** Issuance of keys is limited to staff and students with a clearly defined need as determined by the authorizing agent. The Lock Shop is responsible for monitoring key issuance and to report concerns to the facilities manager. Keys may be issued to a Department if kept in a secure location and monitored with a check out log.
  3. **Building Master Keys:** Issuance of building master keys is restricted to those having a clearly defined need and must be authorized by director, the associate vice president or dean for their respective areas of operation. Only three master keys will be issued per building.
  4. **Contractor and Vendor Authorization:** Keys may be issued to contractors and vendors upon presentation of identification and the appropriate authorization card. In the event that such keys or access cards are lost or not returned, contractors, vendors and agents, or their companies, are liable for the cost of any rekeying that must be done to restore security.

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

- A. **Employment Termination / Department Transfer:** Individuals terminating employment and/or enrollment with the university, or who transfer to another department on campus, are required to return their keys to the Lock Shop.

### **(4) Irretrievable Keys**

- A. **Charges:** The loss or disappearance of keys must be reported to the Lock Shop and the issuing department immediately. A key holder and/or their department may be charged \$65 per key when the keys are reported lost, stolen or irretrievable. The charge and hold will be removed if the keys are returned and locks have not been changed. The charge for irretrievable keys at or above the department master level will be assessed at the actual cost to rekey.
- B. **Appeal:** If keys are deemed irretrievable, a locksmith will assess whether the lock should be rekeyed and a report will be sent to the issuing department stating any security concerns. If the authorizing agent's assessment differs from that of the locksmith, a written request stating the proposed solution and justification may be appealed to the Senior Vice President of Finance and Administration.

**(5) Transferring of Keys**

- A. Transferring or loaning of University keys between individuals is prohibited. Individuals who transfer/ loan their keys will be held responsible should they be improperly used or lost.
- B. The Associate Vice President of Campus Planning and Facilities Management or other designee through the Senior Vice President of Finance and Administration is responsible for this procedure and relevant policy, CWU 201-11 Keys.