

ACCESS CONTROL FACILITIES MANAGEMENT POLICY & PROCEDURES

Purpose

These guidelines outline the necessary procedures for maintaining institutional control over keys, as well as providing instructions for requesting and returning keys. The goal is to provide a convenient method to request while allowing Plant Operations to maintain the security of campus facilities through stringent accountability for all keys issued.

By following these procedures, individuals can request keys with ease and ensure that all necessary information is provided, and appropriate signatures are obtained, thereby promoting a secure and accountable key control system at Fort Valley State University.

Policy

An effective and operational key control system plays a vital role in enhancing security. The issuance of keys to faculty and staff will be based solely on necessity, not convenience. To maintain security, the number of keys issued will be minimized. To request a key, individuals must follow the procedures outlined herein and submit a key request form. The key request form must be signed by every administrator listed on the form. The issuance of campus Grand Master Keys will require the signature of the President of the University.

Upon termination of employment, all employees must return all keys issued to them to the Access Control Office before leaving the campus. The office of Human Resources will coordinate with Plant Operations to ensure departing employees have returned all keys before obtaining clearance. In the event of a lost key, a charge will be assessed according to the values assigned to individual keys noted in this policy.

Employee

To request a key at Fort Valley State University, individuals must complete a Key Request Form, obtain the required signatures and email to buildingaccess@fvsu.edu. The Access Control Office in Facilities Management will review the request and follow up with campus administrators, if need be, to ensure the request is done solely based on a necessity standpoint.

Access Control Office

Upon receiving a fully signed key request, any relevant parties will be notified of any potential security concerns associated with the request that may warrant a denial. The requester is responsible for picking up the keys from Access Control in Facilities Management. To ensure accountability, employee must sign for all keys received.

Key Return Procedures

As part of the termination process, employees must obtain authorization for clearance from Facilities Management as required by Human Resources. When employees are transferred to a new

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position, they must return all current keys to Access Control in Facilities Management. New keys will be issued as needed, following the procedures outlined in this policy for key issuance.

Lost Keys

In the event of lost keys, the individual must make arrangements to pay the appropriate charges at the cashier’s office and obtain a receipt. New keys will not be re-issued before charges are paid. Charges for lost keys are reflected in the “Replacement Costs” section of this policy below.

The Campus Police Department must be notified of all lost keys within 24 hours, and a copy of the report must be forwarded to Facilities Management. If lost keys are subsequently returned to Facilities Management, Campus Police must be notified to clear their reports.

Lockout

In the event of a lockout, the individual will need to contact Campus Police or the Building Manager. Each department is responsible for establishing a process for identifying individuals to contact in the event of a lock out. Facilities Management is not authorized to unlock doors for locked out employees since they are not able to verify who should or should not have access to a particular room or building.

Replacement Costs

The following charges will be billed to the individual employee for each lost key:

Single Operator	\$100
Sub-Master	\$250
Building Master	\$500
Grand Master	\$1000

In addition to replacement cost of the key, there may be an additional charge to re-key the affected areas.

Access Control Office Responsibilities

The Access Control Office is responsible for establishing and maintaining a comprehensive keying system that promotes structure and accountability for accessing campus facilities. This includes performing all necessary maintenance and repairs for university locks and related hardware, as well as fabricating and issuing keys that provide authorized access to campus facilities.

Additionally, the Access Control Office is responsible for maintaining current and accurate records of all issued keys and verifying reports from the FVSU-PD concerning the loss or theft of keys. Through these measures, the Access Control Office plays a crucial role in protecting the integrity

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of the University and ensuring that its facilities remain secure and accessible only to authorized individuals.

Key Holder Responsibilities

- Keys will only be distributed per an authorized request.
- To request replacement keys, the requestor must provide a receipt showing payment in full before a new replacement key will be issued.
- All keys are the property of the University and must be returned under specific conditions such as termination, transferring from one department to another, by request of the Access Control Office, by request of department head/dean, contract ends, or resignation.
- Vendors may be issued keys if a campus representative provides proof of need. Keys must be returned on the same business day unless authorized by a signed agreement. Non-employees with keys over a period of time require a campus representative to sign for them and will be held responsible for their return.
- Issued keys checked will be on a key ring and should not be removed from the ring for any reason.
- Keys shall not be duplicated except by the Access Control Office. Disciplinary action may be taken for attempting to duplicate keys issued by Facilities Management.
- All keys shall be returned to Facilities Management upon separation from the University.
- Keys shall not be used to open doors for anyone other than the key holder unless authorized and supervised.
- Keys shall not be loaned out.
- Keys are issued and used only for official University business based on the need for access, not convenience.
- Campus Master keys may not leave the campus.
- Keys shall not be used for any purpose other than that for which it was issued.
- Department heads/Deans are not authorized to approve key requests for areas of campus they are not responsible for.
- Damaged or broken keys must be reported to the Access Control Office immediately or on the next business day.
- Any keys found should be returned immediately to Facilities Management during business hours or to the Fort Valley State University Campus Police Department after hours.
- Keys will only be given to individuals authorized to the requestor.