9.5 Key Control

9.5.1 Purpose

Although access to the facilities is essential to the smooth and efficient operation of the college, this need must be balanced with an equally critical concern for the security of the facility, its contents, and the occupants. The purpose of this section is to establish policies and procedures that govern the issuance, retrieval, and overall control of the college keys.

In general, the policy of the college is to issue keys for its facilities only to eligible individuals based on a rationale of need and not solely as a matter of convenience. It is the intent of this policy to:

1. Ensure positive control of keys to the maximum extent possible;
2. Issue keys on the basis of need rather than convenience;
3. Retrieve keys from faculty, staff and students who are terminating or transferring to another department;
4. Restrict keys issued for tighter security control;
5. Maintain accurate and up-to-date records regarding the use of those keys.

9.5.2 Policy

1. Facilities and Public Safety are responsible for designing and managing the key control system.
2. All lock and key work, including but not limited to, making and issuing keys, rekeying locks, replacing locks and repairing locks shall be performed by Facilities/Public Safety.
3. The college uses the Schlage- Primus key system. Other locks that are not on this system will be moved to this system if the lock is on college property and/or access to the area is related to college business or operations.
4. Approval of key requests will be based on demonstrated need for access and authorization by the department head overseeing the area where access is requested. The lowest level of key will be issued to provide the level of access needed (e.g., change key, area master, building entrance door)
5. Keys shall not be loaned, borrowed or transferred without proper authorization from Public Safety. Individuals issued keys are responsible for the keys safekeeping and must sign an agreement acknowledging responsibility.
6. Keys must be returned to Facilities/Public Safety when leaving employment or at the end of the individual's need for a key.
7. All grand master keys must remain on campus and stored at Public Safety when not in use or outside work hours. This system will be maintained by utilizing a key-ring check out system.
8. College keys shall not be left unattended.
9. Individuals must report loss or theft to their department head and Public Safety as soon as possible.

10. If a master key is assigned to a department for various individuals to use, it must be secured in a Public Safety approved locking cabinet.

9.5.3 Key Eligibility Criteria

Type of Key	Eligible to Carry	Approval Responsibility
Great Grand Master (operates multiple locks for multiple buildings)	President	President/AVP Facilities
Grand Master (operates all locks within a specific group)	Public Safety Facilities Academic Services Technical Staff	V.P. Admin/AVP Facilities
Master (operates one group of locks)	Employees as needed to perform their duties	Deans, Vice Presidents, Department Heads, Public Safety Director
Change (operates one or more locks, keyed alike within a building.)	Employees may be issued a key to their office.	Deans, Vice Presidents, Department Heads, Public Safety Director
Building Entrance (a specific type of change key)	Employees as needed	President/Public Safety Director

9.5.4 Distribution of Keys - Faculty/Staff

1. To request a key, the faculty or staff's supervisor shall send an e-mail request to Public Safety or fill out the key request form located at http://facilities.mcad.edu. Key requests should be limited to keys necessary to fulfill job responsibilities. The e-mail should include:
    a. The person's name who will retain possession of the key.
    b. A list of the room(s) where access is needed. Use the room number as designated by signage or the door number stamped onto the hinge.
2. The Public Safety Assistant Director will review the request.
    a. If a request is of a high security key or one that would allow access to multiple areas, the Director will consult with area Deans and Vice Presidents.
    b. The Public Safety Director retains the final decision on any key distribution.   This is done to ensure that the integrity of the key control system is being met.
    c. If the key request is denied, Public Safety will notify the department head and key requestor.
3. Upon approval, the key(s) will be prepared. When the key is ready, the key holder will be notified by voicemail and/or e-mail.
4. The keys can be picked up in the Facilities Office. The key holder must sign a form indicating receipt of the keys.

9.5.5 Return of Keys – Faculty/Staff

All keys must be returned to Facilities/Public Safety before being reissued to a new employee or faculty.

1. Faculty/Staff and the department head are responsible for notifying Public Safety of a departure date and when the keys will be dropped off.
2. As a method to provide backup to step #1, the Human Resources Office notifies Public Safety of all staff terminating their employment with the college. The V.P. of Academic Affairs or their designee will notify Public Safety of faculty who are leaving the college.
3. When the keys are returned to Facilities/Public Safety, the key request form will be initialed to indicate that the keys have been returned.

9.5.6 Key Checkout/Access Authorization

The Public Safety Office provides a key checkout system for grand master keys and change keys where multiple individuals may need access. Public Safety can assist individuals with determining which areas are good candidates for the checkout system. Any changes to the individual user list can be e-mailed to Public Safety.

If access is needed infrequently, an access authorization list can be e-mailed to Public Safety with the list of individuals who have been authorized to have access to the room/area. Public Safety will then provide access as needed.