**University of Colorado
Colorado Springs**

UCCS PROCEDURAL STATEMENT

Procedure Title: Key Control **Functional Area:** Administration/Organization

Related UCCS Policy & Number: 400-006 Campus Space Management

Effective Date: November 1, 2023

Approved by: AVC Facilities Services and Planning, Design & Construction

Responsible Office: VCAF Facilities Services

Procedure Contact: Facilities Services

Supersedes: N/A

Applies to: Employees, lessees, and entities issued university keys

I. **INTRODUCTION**

In order to promote a safe and secure campus environment, the University of Colorado Colorado Springs ("UCCS" or "University") limits and controls keys to University facilities and spaces. UCCS ensures that keys to University facilities and spaces are issued only to authorized individuals who have a legitimate need for access, and that keys are properly returned when the individual is no longer authorized to possess them or the need for access is no longer warranted. These procedures establish requirements pertaining to the proper use and recording of keys allowing access to facilities across campus.

II. **PROCEDURAL STATEMENT**

These procedures apply to all staff, faculty, student employees, individuals or entities who have leases for University property, and any other individual utilizing or possessing keys to enter facilities, spaces, or other properties belonging to UCCS.

    A. Key acquisition.
        a. Keys must be requested using a facilities management system work order, which is to be submitted upon receiving approval from college and/or *department* leadership, *building coordinator*, or *approved authorizer*.
        b. *Department* leadership must determine eligibility for receiving keys based upon the access needs of the individual requesting keys. Access should only be granted to areas within the Department's control and where an employee is allowed access freely and without supervision.
        c. *Department* leadership cannot authorize the ordering of keys to areas not controlled by that department.

d. Physical keys will require the use of a key control card. Keys will not be issued until a key control card has been signed by both the *Key Holder* and the *Key Authorizer*.

e. *Master keys* are issued at the sole discretion of the Facilities Services locksmith. Individuals requesting *master keys* must demonstrate a justifiable need for master keys. Convenience does not always constitute a justifiable need for a *master key*.

f. Each *department* should request keys within a reasonable time frame to provide access to necessary spaces.

g. Facilities Services must issue keys within a reasonable time so as not to disrupt a department's ability to do business.

B. Key use.

a. Keys should only be used for official University business purposes and only in the manner intended when the key was issued.

b. All keys referred to in these procedures are the property of the University and are not to be duplicated. Duplication or alteration of a key or cylinder by anyone other than the University locksmith is strictly prohibited and may be prosecuted as a criminal offense.

c. Keys must stay in the possession of the individual to whom they were issued. Keys must not be loaned out or given to another individual. For keys issued with the intent to be loaned out, please see section II.E.

d. *Departments* will be responsible for the costs associated with improper key use. This includes but is not limited to, re-keying due to lost or stolen keys, replacement of property that was misused as a result of improper key use, and any other costs that may arise due to improper key use.

C. Key Return procedure.

a. *Departments* must contact Facilities Services within 10 business days of an employee's (including a student-employee) termination or separation from University employment to arrange the return of keys. Departments leasing University space will manage keys for their employees during the term of the lease. Departments leasing University space will notify the office of the VCAF within 10 business days of any loss, theft, or terminations requiring Facilities Services to re-key leased spaces. Lessees of University spaces must contact Facilities Services within 10 business days of the lease expiration to turn in keys.

b. *Departments* will no longer be permitted to keep and reissue keys at their discretion.

c. Keys must be returned to Facilities Services any time a *department* or individual no longer needs access to a space.

d. Keys must be returned to Facilities Services anytime the key holder no longer has the need or approval to use a space they previously had a key to. These circumstances can include but are not limited to: (1) access changes in their current area of employment or (2) transferring from one University department to another University department. Employees transferring to another University department will return their issued keys to Facilities Services and will request new keys as needed.

D. Enforcement.

a. The Office of Human Resources and Student Employment will notify Facilities Services as soon as practical of all employees (including student-employees) who are separated or terminated. This notification should include the employee's department and date of termination. Departments leasing University space are responsible for the management and enforcement of key control for their

employees and will notify the office of the VCAF for any situations requiring Facilities Services to re-key a leased space.

    b. Facilities Services will contact *departments* who have not returned keys within the allotted 10-day time frame.

    c. *Departments* who consistently fail to handle keys responsibly may be required to pay for lock hardware that does not require the use of a key to access a given space. This could include standalone *keypad locks* or card readers integrated with the campus *access control system.*

E. *Loaner keys.*

    a. In some situations, *departments* may need keys to loan out for short term use. This key will remain with the department for an approved authorizer to loan out in situations like guest lecturers, performers, contractors, student employees.

    b. A department may request a loaner key through the campus work order management system and must notify Facilities Services that it is requesting a loaner key. The request must also provide justification for why a loaner key is necessary.

    c. *Loaner keys* are the responsibility of the department and any costs incurred by the University because of loaner key misuse will be the responsibility of the department which loaned the key.

    d. *Loaner keys* must be kept and issued under the following stipulations.

        i. Departments must keep keys in a locked location. Acceptable locked locations include, but are not limited to, wall mounted lock boxes, locked file cabinets, and dedicated key storage boxes.

        ii. *Loaner keys* must NOT be stored in a portable lock box and must not be kept in a publicly accessible space.

        iii. *Departments* must keep written records including when keys were checked out, who checked them out, the full name of the borrower, and contact information of the borrower. Facilities Services must be given access to these records upon request.

        iv. Repeated failure to abide by the stated *loaner key* stipulations may result in the loss of the *approved authorizer's* ability to provide *loaner keys* and the department may be responsible for cost of replacement locks and keys.

F. Lost or stolen keys.

    a. It is the joint responsibility of the *department* and the *key holder* to report any keys that are lost or stolen to Facilities Services within 3 business days.

    b. If there is a case of a security or safety concern, then UCCS Police should be called at 719-255-3111.

    c. Disclosure of lost or stolen keys should include the following information: Where the keys were last seen, what keys were stolen, if the keys were marked in a way that would make them identifiable as University keys.

    d. If the loss of key(s) necessitates the re-keying of a space, the costs will be the responsibility of the *department*. Rekeying is charged at 1 hour of labor per door and keys charged at a flat rate per key.

G. Marking of keys.

    a. University keys should never be marked in a way that makes them identifiable to the University. This includes any markings or paraphernalia that includes the UCCS logo or building names.

    b. Acceptable key markings are limited to room numbers.

H. Electronic access control.

    a. The Office of Information Technology (OIT) has oversight and manages one (1) electronic *access control system* for the University.

b. Any electronic *access control system* must be approved by both OIT and Facility Services.
c. Management of *standalone electronic access control system* must be in coordination with Facility Services.
d. Each building built or remodeled after 2005, will have at least one (1) door with the standard electronic access control. Any further door access control needs will be the financial responsibility of the department who owns the space.

III. **DEFINITIONS**

A. *Access Control System*: An electronic system that facilitates automated approval for authorized personnel to enter through a door or passageway.
B. *Building Coordinator*: The point of contact for the building who will be involved in the scheduling and coordination of building activities (i.e. custodial services, maintenance services, building security).
C. *Approved Authorizer*: An individual within a department with the authority to grant access to department spaces. For example, the department chair or dean. In some cases, this responsibility may be delegated to an administrative assistant.
D. *Key holder*: Any individual in possession of University keys.
E. *Key Authorizer*: An individual within the Facilities Services department with the authority to grant access to department spaces. For example, the Executive Director Facilities Management. In some cases, this responsibility may be delegated to an administrative assistant.
F. *Department*: Any entity that occupies a space on campus and has the authority to grant access as needed to that space.
G. *Master keys*: Refers to a mechanical locking system used throughout a building whereby one key can access multiple locks. The master key can open all doors at the location while individual keys only open a single door or limited doors depending on the need for access.
H. *Loaner keys*: Keys held by a department with the intent to issue on a short-term basis.
I. *Keypad Lock*: A lock that is opened with a programmable keypad that is used to limit and control access to a sensitive area.
J. Key: Refers to a physical key which is capable of opening rooms and physical spaces belonging to UCCS. It does not include the following: filing cabinet keys, cupboard keys, equipment keys, padlock keys (except those accessing physical spaces managed by facility services (i.e. service yards, etc.) or motorized vehicle keys.
K. *Standalone Electronic Access Control System*: Provides access to one or more locks with a single control box. Standalone systems remain independent and do not communicate with other networks within an office or building.

IV. **RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES**

A. Administrative Policy Statements (APS) and Other Policies
   1. APS 2027 Code of Conduct
   2. 200-024 Assignment of Academic Office Space
   3. 400-001 Scheduling and Use of University Facilities and Physical Space
   4. 400-006 Campus Space Management
B. Procedures
C. Forms

          1.   Key Control Card (issued by Facilities Services Locksmith)
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. **HISTORY**

    Implemented November 1, 2023