THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

KEYS & BUILDING ACCESS CARDS POLICY

Number 06.06.13

Division Facilities and Operations

Date November 1, 2013

Purpose The objective of this policy is to help provide a safe and secure campus environment through the orderly issuance and tracking of keys and Cardkey electronic access by University personnel, students, and contractors by maintaining an accurate chain of accountability for all keys and access means issued. University police, administrators, department chairs, directors, and supervisors, are charged with ensuring adherence to this policy and shall take appropriate actions to prevent security and access violations. Specifically, the purpose of this policy is as follows:

- To provide adequate University building security for persons and property through the control of entry access.
- To provide unrestricted access by UAH Police and selected Facilities & Operations personnel to all campus areas for reasons of security, safety, health, and maintenance.
- To clarify the issuance, maintenance, and accounting of all keyed and Cardkey access systems to all its owned and/or maintained buildings, on-campus and off-campus.

Policy This policy provided herein applies to all University faculty, staff, students, University contractors, and all organizations and visitors who have authorized use of University facilities. It applies to all University locations, owned and leased.

Definitions

- **Campus** is defined as the area comprised of any University owned or leased building or facility.
- **Cardkey Access Form** is defined as a form submitted to enable a Charger Card to access University facilities. Students submit completed form to Charger Card Office (University Center, room 147). Employees submit completed form to UAH Police Department (Intermodal Facility) for afterhours building access. (See §6.0 for submission procedure).

- **Core** is defined as the part of lock hardware that contains the locking mechanism for use of a hard key and that is removable without the disassembly of the entire lock hardware.
- **Contracted Vendor** or **Contractor** is defined as a non-UAH entity that is temporarily employed by the University to provide a service; e.g. contracting company, fire system contractor, architect, etc.
- **Department Head** is defined as the assistant vice president/associate vice president, dean, or research center director of a University department; e.g. AVP of Human resources, Dean of Graduate Studies, SMAP Director, etc.
- **Electronic Access Control Cardkey** or **Cardkey** is defined as a card-type device used to electronically unlock/lock a door for a pre-defined amount of time, i.e. by proximity, swiping, or inserting the cardkey onto/into the locking device.
- **Employee** is defined as any University staff, faculty, or student who is employed by UAH.
- **Hard Key** is defined as a metal notched device used for unlocking/locking a lock.
- **Hard Key Lock Change/Key Request Form** is defined as a form submitted to Facilities and Operations either to 1) request to have the existing lock mechanism changed (to include physical replacement) making the current key inoperable and/or 2) request a key for a person previously not authorized for said key or for additional keys for use by a department and/or person. Upon completion, form is submitted to PPB, room 124. (See §6.0 for submission process)
- **IT/Data Room Key** is defined as a key that unlocks/locks doors that secure IT/Data rooms campus wide.
- **Key** or **Keys** is defined as both manual "hard" key and electronic access control cardkey and hereby used interchangeably.
    - **Building Master Key** is defined as a key that unlocks/locks all locks within a building, excluding locks for areas of IT, high security, electrical, and mechanical rooms.
    - **Campus Grand Master Key** is defined as a key that unlocks/locks all locks of all campus buildings, both inner and outer locks, including locks for areas of IT, high security, electrical, and mechanical rooms.
    - **Department Master Key** is defined as a key that unlocks/locks all locks utilized by a department within a building.
    - **Floor Master Key** is defined as a key used by Custodial Services assigned to a specific floor within a building which unlocks/locks all

locks on that floor excluding locks for areas of IT, high security, electrical, mechanical rooms and specified labs.

- **Maintenance Master Key** is defined as a key that opens and closes all locks of all buildings, both inner and outer locks, excluding areas of high security.
- **Office Suite Master Key** is defined as a key that unlocks/locks all locks within an office suite.
- **Single Door Key** is defined as a single key that only one unlocks/locks specific lock setting or calibration.

- **Key Holder** is defined as a person to whom a key or card has been issued.
- **Keyed** is defined as the process or product of having a lock prepared to receive a designated hard key.
- **Key Return Form** is defined as a form submitted to Facilities and Operations when returning a hard key that is no longer in use by an employee/student.

Responsibilities/Requirements

Lost or stolen keys are to be reported immediately to appropriate supervisors or designees and within 24 hours to University Police. Replacement of lost key(s) will require a new key request. Consequences of lost key(s) may result in disciplinary action or fee assessment to the Key Holder.

Duplication of keys to University facilities by any vendor other than Facilities Maintenance is a violation of University policy. Possession of unauthorized duplicated keys does not constitute authorization of use, and keys are subject to immediate confiscation. Violation may result in disciplinary action up to and including termination of employment or suspension for a student.

Personnel leaving University employment will return all keys to Facilities Management or University Housing Services prior to the date of termination. Key clearance is a part of the University checkout procedure. Failure to return keys may result in assessment of a replacement fee and/or sent to University Collections.

Key Replacement Costs

Type of Key	University Rate
Individual Door Key	$15
Office Suite Key (1-4 doors)	$25
Office Suite Key (5+ doors)	$50
Student/Apartment Room/Suite Door Key	$25
Department Master Key	$100
Floor Master Key	$100
Building Master Key	$150
Mechanical/Electrical Room	$150
IT/Data Room Key	$150
Maintenance Master Key	$250
Grand Master Key	$250
High Security Key	$250

A Key Holder shall not “prop” doors open, allow anyone to “piggy back” in, or leave them unlocked during hours when the facility is normally closed. A Key Holder shall not unlock buildings or rooms for another unless the individual has a valid, verifiable reason and proper identification for access, or is known by the Key Holder to have legitimate need for access to the room or building. Students are issued keys for a semester at a time only. Student records and registration shall be held pending clearance of keys at the end of each semester. Employees may be issued keys for the duration of their employment. The employee’s final paycheck may be held pending return or clearance of outstanding keys.

Department Head:

- Implementing this policy within his/her areas.
- Maintaining appropriate departmental records and approving any period key and card access audits.
- Approving Cardkey Access Form or a Hard Key/Lock Change Request Form.
- Returning hard keys no longer needed to Facilities & Operations along with a completed Key Return Form to PPB room 124.
- Ensuring lost or stolen keys are reported immediately (within 24 hours of discovery) by contacting the UAH Police Department (256-824-6596) to file a report.

- Notifying UAH Police Depart of an employee's involuntary termination if cardkey needs deactivation prior to termination date (call 256-824-6596 and email cardkey@uah.edu).
- Determining if rekeying is to occur in the event that a key is lost or stolen (costs associated with the rekeying will be paid by the employee/department).

Hard Key Holder:
- Picking up keys from Facilities & Operations at PPB room 138.
- Maintaining and securing keys issued to them.
- Reporting lost or stolen keys to Department Head and UAH Police Department immediately (within 24 hours of discovery). Party should call 256-824-6596 and will need to appear at the Police Department (Intermodal Facility) to complete a written report.
- Paying any replacement fee resulting from loss or failure to return an assigned key.
- Returning key(s) to Facilities at PPB room 124 as part of Employee Separation process.

Cardkey Holder:
- Maintaining and securing card issued to them.
- Reporting lost or stolen keys to Department Head and UAH Police Department immediately (within 24 hours of discovery). Party should call 256-824-6596 and will need to appear at the Police Department (Intermodal Facility) to complete a written report.
- Returning key(s) to Facilities at PPB room 124 as part of Employee Separation process.

Facilities & Operations:
- Providing primary security of University buildings and facilities (UAH Police Department).
- Providing primary approval authority for key requests.
- Maintaining locks--manual and electronic-lock hardware (Locksmith Shop).
- Inspecting university lock hardware routinely as part of a preventative maintenance process.
- Recommending lock hardware replacement as a result of lock change requests, preventative maintenance, new installation, or upgrade.
- Manufacturing and issuing hard keys (Locksmith Shop).
- Generating and maintaining a record of hard keys manufactured and returned to include the name of include the names of individuals to whom the hard keys are issued (Locksmith Shop).

- Stamping each manufactured hard-key with the following at a minimum (Locksmith Shop):
    - A specific identifying code that is unique to that key
    - "Do Not Duplicate"
- Authorizing cardkey access for faculty and staff (Police Department).
- Activating and deactivating cardkey access for faculty and staff (Police Department).
- Generating and maintaining a record of cardkeys activated and deactivated including the names of individual and the area of authorized after-hours access.

  Facilities & Operations is the only authorized source for the manufacture of hard keys and granting cardkey access, except as approved in writing by the AVP for Facilities & Operations.

Human Resources:
- Issuing Charger Card to faculty, staff, and contractors.
- Keeping a record of cardkeys manufactured (occurs automatically with generation of Charger Card).
- Including return of hard key to Facilities & Operations on Employee Separation Checklist.

Charger Card Office:
- Issuing Charger Card to students.
- Receiving Cardkey Access Form from students for authorizing access to all buildings except residence halls.
- Programming student access to all buildings except residence halls.

Housing:
- Receiving Cardkey Access Form from students for authorizing access to residence halls.
- Programming access to residence halls.

Office of Information Technology:
- Using Banner to notify UAH Police Department when an employee has been terminated.
- Deactivating student access at the end of each semester or when a student withdraws.

KEY ELIGIBILITY CRITERIA

KEY TYPE	ELIGIBLE KEY HOLDERS	RESPONSIBLE TO AUTHORIZE
Campus Grand Master	• UAH Police Department Representative • Emergency Personnel	President VP, Finance & Administration Chief of Police AVP, Facilities & Operations
Maintenance Master	• Appropriate Facilities Staff	AVP, Facilities & Operations
IT/Data Room	• Appropriate Facilities Staff • Employees & students as needed to perform their duties	CIO/Associate Provost AVP, Facilities & Operations
Floor Master	• Appropriate Custodial Worker(s)	AVP, Facilities & Operations
Building Master	• Appropriate Facilities Staff • Dean (if building houses only one dean)	AVP, Facilities & Operations Dean
Department Master	• Appropriate Facilities Staff • Dean (if building houses more than one dean)	AVP, Facilities & Operations Dean
Office Suite Master	• Appropriate Facilities Staff • Department/unit supervisor for area • Administrative support staff	AVP, Facilities & Operations Dean/Department Head
Single Door Key	• Employees and students as needed to perform their duties	Dean, AVP, VP
Electronic Cardkey-Multiple Doors	• Employees and students as needed to perform their duties	Dean, AVP, VP
Electronic Cardkey-Single Door	• Employees and students as needed to perform their duties	Dean, AVP, VP
Student Health Center	• Employees approved by Director of Student Health Center	Dean, AVP, VP
High Security (Campus Wide)	• UAH Police Department • Employees & students as needed to perform their duties	Dean, AVP, VP, Chief of Police, Police Captain, Police Lieutenant

Procedures

Hard Key – Employees & Student Employees

- Prospective Key Holder completes a Hard Key/Lock Change Request Form and forwards to Facilities Work Order Desk in Physical Plant Building, room 124. The form must be manually signed by the appropriate official authorized to approve the issuance of keys for that particular area. Authorization signatures must be manual; a stamped signature will not be accepted.
- Form is forwarded to the Locksmith Shop who manufacturers key(s) and updates master log. Facilities Maintenance will notify Key Holder when key is ready to be picked up.
- Key Holder comes to Physical Plant Building, room 124 to sign for their key(s) (Monday – Friday, 7:00 AM – 5:00 PM).
- If a Key Holder terminates, keys must be returned to the Physical Plant Building Room 124 along with a completed Key Return Form as part of the exit interview procedure.
- If a Key Holder transfers to another department or moves to a new location, keys must be returned along with a completed Key Return Form to the Physical Plant Building room 124, and a key for the new office must be requested.

Card Key - Employees

- A Charger Card is issued to each employee (faculty and staff) by Human Resources.
- For after-hours building access, the Key Holder completes a Cardkey Access Form and submits to UAH Police Department at cardkey@uah.edu. Cardkey access requires appropriate official authorized to approve the activation of the card.
- UAH Police Department grants access within 24-72 business hours of receipt of request.
- As part of the exit interview procedure, a Key Holder's Charger Card must be returned to Human Resources. OIT generates an automatic deactivation of any terminations reported in Banner.

Card Key - Students

- Student obtains Charger Card from Charger Card Office. All students living on campus will need cardkey access except for those residing in Southeast Campus Housing.
- Student completes Cardkey Access Form which is then electronically submitted to Charger Card Office. Cardkey access requires approval by appropriate dean/department head.

- Charger Card Office notifies Housing of requests for residence hall access and UAH Police Department of requests for after-hours access to any other building.
- Housing and UAH Police Department grants access within 24-72 business hours of receipt of request.
- These process are currently handled by Housing or is an automated process handled by IT

Vendor/Contractors

- Keys needed by contractors or other non-University users must be authorized by Facilities & Operations, including authorized individual, firm name, and specific return date. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the firm to which the keys are issued, and final payment will not be made until the keys are cleared.
- The individual to whom a key is issued is personally responsible for the use of said key until returned to Facilities & Operations. Individuals must personally sign for a key and shall not loan or transfer said key to another individual.

Review The Facilities and Operations department is responsible for the review of this policy every five years (or whenever circumstances require).

Approval

Chief University Counsel

Senior Vice President for Finance and Administration

Associate Vice President for Facilities and Operations

APPROVED:

President