ANDERSON UNIVERSITY
PHYSICAL PLANT DEPARTMENT

KEY CONTROL GUIDELINES
Effective March 1, 2004

I. Key Control

A. The primary and basic philosophy for locks on any facility is **SECURITY.** Therefore, Key Control is a necessity to maintain that security which caused a lock to be installed in the first place.

B. **Key Control** is not intended to prevent anyone who is authorized from entering a specific area. However, it is intended to keep unauthorized persons from entering specific areas.

C. **Key Control** is based upon proper authorization by Administrative Officers of the University, Building Managers and/or Department Heads.

D. Security is jeopardized in the following manner.

1. **Lost Keys:** When a key is lost it should be reported immediately to the Physical Plant Office. If security is sensitive enough to warrant a core change, this will be done.

2. **Loaned Keys:** When a key is loaned it may be copied without the owner's knowledge or lost.

3. **Exchanging Keys:** When office personnel change persons, they feel it is all right to just pass on the keys to the new person. This should never be done.

4. **Persons Leaving Employ of the University:** Department Chairpersons should make sure all keys are returned by the persons leaving their employ.

II. Issuance of Keys

A. All keys to all facilities on the Anderson University Campus (except Residence Hall Rooms and Rental Properties) will be issued by the Physical Plant Department Office only in the following manner:

1. **Grand Master and Master Keys** will be issued only when a Key Requisition is signed with the signature of the Executive Director of Facilities and Property Management giving approval. If the Executive Director is unavailable, an Assistant may be designated to sign.

2. **Sub-Master Keys and/or Individual Door Keys outside of a persons related department** must be authorized by the combined signature of the Building Manager responsible for the security for the areas effected by the key requested.

3. **Sub-Master Keys and/or Individual Door Keys for doors within a persons related department** may be obtained with a Key Requisition signed by their Department Chairperson or Department Manager. If a Department Chair or Manager wishes, they may submit in writing, authorization for a Staff Supervisor to sign Key Requisitions for persons in their department in their absence.

4. **Students or Part-Time Employees** may not be issued Grand Master or Master Keys.

5. **All keys issued to Students** are to be returned by the end of the school year unless otherwise stated on their requisition. No keys should be allowed to be taken home after their last official day of classes or employment.

6. **Room keys for Student Housing** will be controlled by Resident Directors and/or Assoc. Dean of Students, On-Campus Housing.

7. **University owned rental properties** keys will be controlled by the office of the Executive Director of Facilities and Property Management.

III. Return of Keys

A. Keys may be returned in the following manner:

1. When a key holder no longer is authorized to have a key(s) they must be returned to the Physical Plant Office so that credit may be given.

2. **Reason for returns:**

   A. Person no longer employed by the University. Final check should be withheld until key(s) returned.

   B. Persons no longer authorized to have access to premises which key(s) open.

   C. Contract period (semester end, etc.) is over.

   D. Locks have been changed.

B. Under no circumstances should anyone exchange keys without first notifying the Physical Plant Office.

1. The transferring of keys between personnel should be approved by the same person of authority as a new key issue. (see Issuance of Keys)

C. Loss or failure to return keys:

1. Persons failing to return keys may be assessed $50.00 per individual door keys and possibly the cost of a re-lock of effected areas in the case of a Grand Master, Master or Sub master keys.

2. Broken keys may be replaced free of charge by return of the broken pieces to the Physical Plant Office.

IV. Illegal Possession or Use of Keys

A. Any person who obtains a key(s) under false pretenses, participates in the illegal issuance of a key, etc. may face serious consequences.

B. Any person who enters any facility of Anderson University illegally, with or without a key(s), may be charged with violation of Indiana Criminal Code pertaining to trespassing and/or burglary, as the case may warrant.

V. Lost Keys

A. Anyone who loses a key(s) should notify the offices of Physical Plant and Police and Security Services immediately.

B. Anyone who finds keys and does not know to whom they belong, should turn them in to the Physical Plant Office. This may save the rightful owner from worry and cost of replacement.

VI. Records of Key Control

A. Based on information received at the time Key Control came under the jurisdiction of the Physical Plant the following records are to be kept up to date at all times:

1. A record, building by building, of all keys in existence and to which doors they open.

2. A record of all persons having keys issued to them; listing what keys they possess and what doors they are programmed to open.

3. A record of all persons who have returned keys; listing the key, when it was issued and when it was returned.

VII. Key Requisitions

A. Requisitions may be obtained from department chairpersons or the Physical Plant Office.

VIII. Recall of Keys

A. Keys may be recalled as follows:

1. Request of return by Department Chairperson.
2. Request of return by Issuing Authority.
3. Request of return by Vice President of Academic Affairs and/or Vice President of Finance.
4. Request will be made in written form.

IX. Amendments

A. The Key Control Policy may be amended at anytime circumstances dictate.

B. When this policy is amended, a revised policy will be made available.

Sincerely,
David A. Walker
Locksmith / Access Systems
Physical Plant Department