



PROCEDURAL MANUAL

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GENERAL POLICY

This procedure applies to room and building keys used on the main campus. The exceptions to this policy apply to physical plant employees in the performance of custodial and maintenance functions, and by employees of the University Police, Environmental Health and Safety and Telecommunications. Residence hall key procedures appear in this procedure as Appendix I.

PROCEDURE

- I. Keys may be issued only on a "need to have" basis when authorized as follows:
 - A. Room keys to individual offices, classrooms and laboratories shall be authorized by the recipient's chair, director, or dean.
 - B. Laboratory master keys to groups of laboratory rooms assigned to one department shall be authorized by that department's chair.
 - C. Building entry keys permitting access into a building shall be authorized by the recipient's chair, director, or dean.
 - D. Building master keys which permit access into the building and rooms, except those reserved for Physical Plant (e.g., mechanical rooms, janitor's closets, etc.), shall be authorized by both the recipient's chair, director, or dean and the building manager.
 - E. Great grand master keys which permit access to all buildings and rooms shall be issued only upon approval of the president or the vice president for Administration and Finance.
 - F. A deposit will be required for the issuance of great grand master and building master keys for those keys issued after the effective date of this policy. The deposit will be \$100 for a great grand master key and \$50 for a building master key. Employees of the University Police, Environmental Health and Safety, Telecommunications, and Physical Plant are exempt from the deposit.
 1. The deposit is to be made at the cashier's office in room 111 in the



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Administration Building.

2. The deposit is to be placed into the account entitled "University Keys," account number 7802001, object code 050000, where it will be held until the key is returned.
 3. The receipt provided by the cashier's office must be presented to the receptionist at the Physical Plant complex. At that time, the receptionist will issue the key and return the receipt to the key recipient.
 4. When returning the key to the receptionist at the Physical Plant complex, the receptionist will initiate the process to have a check written to return the deposit. It may take up to thirty days to get the check written and forwarded to the recipient.
- G. Graduate assistants and student employees may be authorized (as above) to receive keys only for access to those areas that they are required to occupy after the normal hours during which the building is open.
- H. Keys shall be requested by means of UCF Form 630 prepared as shown in Exhibit A.
- I. Keys will be made by the Physical Plant locksmith. The locksmith will deliver the keys to the reception area in the Physical Plant complex. The receptionist will inform the department that the key is ready, recording the notification date and the person informed. Keys may be picked up at the reception area in the Physical Plant complex only by the individual whose name appears in the upper portion of Form 630. Keys can be picked up and returned between the hours of 8 a.m. to 5 p.m., Monday through Friday except for university holidays.
- J. Keys no longer authorized or needed shall be returned to the receptionist in the Physical Plant complex by the individual or by their representative. Returned keys shall be accompanied by the yellow copy of Form 630, or if this copy is not available, by a slip containing:
1. Name and social security number of individual to whom key was issued,



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- 2. His/her department name and number,
- 3. Building and room number of key.

- K. Returning of keys shall be included in the Human Resources exit clearance procedures. Failure to return keys during the clearance procedure may result in the employee's last paycheck or direct deposit being withheld by the university until all keys are returned.

- L. During February of each year, each department will be furnished with a list of individuals in the department who have keys. The chair, director, or dean shall cause a review to be made to determine if all persons on the list still require their keys for official business. One copy of the list shall be returned to Physical Plant with a signed statement as follows:

"List reviewed. Those individuals who no longer need the assigned key or keys have been highlighted. They have been instructed by the chair, director, or dean to return their keys to the receptionist in the Physical Plant complex. If keys are not returned within two weeks from date of this statement, the appropriate chair, director, or dean will be contacted."

 Authorized Signature

II. Re-keying doors

The need to change a lock on a door or a series of doors in a building is necessary to support a change of activity associated with the room or area. To initiate the process of changing a lock on a door or a series of doors in a building, a memorandum must be submitted to the Director of Physical Plant. The memorandum must contain the following information:

- A. The name and number of the building where the re-keying needs to occur,
- B. The room numbers that need to be re-keyed,
- C. Reason for re-keying rooms,



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- D. Approval by the building manager,
- E. Account number to be charged the cost for re-keying room,
- F. Approval of appropriate chair, director, or dean.

RESPONSIBILITY

The Director of Physical Plant is responsible for proper key issuance and record control. After issuance, responsibility for control, protection, and return of keys shall be that of the key holder and the appropriate chair, director, or dean.

STUDENT HOUSING KEY POLICY

A. Resident Student Keys

The appropriate room key is issued to each resident when they check into the halls. The student signs and dates a key card to indicate that he has actually received the key. The resident is then responsible for his key until he checks out and surrenders his key, signing and dating the key card.

If at any time a key is lost, the entire suite is recorded; that is, each core in the suite is replaced and new keys are issued. The code sheets are adjusted accordingly and the old core is put into a rotation that will allow it to be used again in a different suite after a significant period of time. The Area I resident who lost the key is billed at a cost of \$15.00 for a two bedroom suite and \$20.00 for a three bedroom suite. Residents of Area II dormitory are charged \$10.00 per each lost key.

The Director of Housing and Residence Life or his designated representative will review the circumstances of each lost key before a new key is made by the Housing Maintenance Department.

B. Keys for Staff

Custodial and maintenance crews have master keys which they sign for each morning and turn in and sign for each afternoon.

Secretarial staff hold their own keys for the office, checked out through the Student Resource Center and University Police. These are checked out periodically throughout the year.

Resident Assistants have master keys which they sign for at the beginning of the academic year and sign out upon completion of their duties.