



EFFECTIVE DATE SEPTEMBER 17, 2018

Purpose

A comprehensive key policy will aid in providing a safe and secure learning environment for the faculty, staff and students at the University of South Alabama. In addition, it will establish the responsibility, eligibility, and approval to carry University keys. It will help provide necessary access while limiting access to certain University properties to only authorized personnel, maintain current inventory of keys issued to authorized personnel, cut operating keys, issuances, and ensure the recovery of keys from those persons no longer authorized to have access to University properties.

Responsibility of the Key Holder

Keys should be retained in the sole possession of the authorized individual, not to be loaned to other faculty, emeritus faculty, staff, or students. This authorized individual is responsible for all keys issued to him/her. Keys are to be returned to Facilities Maintenance Lock Shop for the duration of any leave without pay, leaves longer than a semester, departmental transfers, resignations, and retirements.

Key Requests

To request building keys, requesting individuals should download and complete the Key Request Form which is located at [USA Key Management](#).

The Key Request Form must be approved by the appropriate Department Head, Dean or Vice President before the request can be processed. Once a fully executed Key Request Form is received by Facilities Maintenance Lock Shop, the keys will be cut. **Requests for multiple copies of the same key by the requesting individual will not be granted.**

Note: The Transportation Department handles all vehicle keys, including golf carts.

Issuance of Keys

All requests for building access, individual lock keys, or building master keys will be initiated by the designated requestor in each area by completing the Key Request Form, the Vendor/Contractor – Key Sign Out Form, or the Inside Vendor/Contractor – Key Request Form. After approval is granted by a Department Head, Dean or Vice President, the form will be forwarded to Facilities Accounting (AD 60). Requests will be entered into the key module of TMA by the Security Systems Clerk. Facilities Stockroom will notify the key recipient within three (3) business days electronically of a date and time to pick up and sign for their key. Keys will be picked up from the **Facilities Stockroom** (6130 USA Drive North, Mobile, AL 36688). **Note: Facilities Maintenance Lock Shop reserves the right to deny the approval of any key.**

The key will be released only to the key recipient. At pickup, he/she must provide a USA photo I.D. or driver's license. Keys will not be issued by mail. Keys will be held for pick up for five (5) business days, after which a new request must be initiated.

Per the Separation from Employment Checklist instituted September 2018, all keys must be returned to Facilities Maintenance Lock Shop when an employee transfers to another department or leaves University employment. **Reissuing keys internally within a department is not permitted.** (Refer to the **Separation Checklist for Employees and the Separation Checklist for Management**). Keys will be issued only for functional needs, not for convenience; when function changes, old keys must be returned before new keys will be issued.

Duplication

All keys referred to in this policy are the property of USA and are not to be duplicated by anyone other than the Facilities Maintenance Lock Shop. Duplication of a key, or the possession of an unauthorized duplicate, may result in disciplinary action.

Lock Changes

Maintenance requests for lock changes will be submitted to Facilities Maintenance Lock Shop via the TMA work order system. The request should indicate the lock(s), the level of access, and the reason for the requested lock changes. Facilities Maintenance Lock Shop will make the determination as to the appropriateness of implementing the lock change. Appeals are to be made to the Vice President for Finance and Administration.

Emergency lock changes will be coordinated by the requesting department and Facilities Maintenance Lock Shop with all supporting documentation.

Key issuance following a lock change will follow the same procedure as identified herein. In the event an entire department/building is rekeyed, all keys must be returned to the Facilities Maintenance Lock Shop. Once the keys for the new area are available, **Facilities Maintenance Lock Shop** will make arrangements on delivery of keys.

Lost Keys

Lost keys must be reported to Facilities Maintenance Lock Shop immediately. A Key Request Form must be completed by the designated individual in your area. The key holder will be responsible for the cost

of issuance of a new key. (See page 6 for ***Fee Schedule*** for individual key cost) Cost of the new key may include the cost of rekeying any other locks which use the same key. The cost of rekeying sensitive (i.e. chemical storage rooms, research labs, etc.) areas due to lost keys will be estimated and charged to the key holder and/or become the responsibility of the department.

All fees must be paid before a Key Request Form is submitted. A copy of the payment receipt must accompany the request. Payment can be made online at [Purchase Key Replacement](#) or in the Office of Student Accounting.

Damaged Keys

Keys that are damaged should be brought to Facilities Maintenance Lock Shop by the authorized key holder with a Key Request Form. This key will be replaced at no charge to the authorized key holder with proper identification, i.e. Jag Card or Driver's License. If a damaged key is disposed of and not returned, the key will be treated like a lost key. Fees will apply.

Transfer of Employment

Individuals moving to another building/department must return all keys to **Facilities Maintenance Lock Shop**. Please contact the Facilities Maintenance Lock Shop to schedule a time for key return. The employee will also need to follow the same procedures as stated above regarding "Issuance of Keys" for new building/department; please note that new keys will not be issued until all current keys have been returned, unless prior approval is given by appropriate departments.

Termination of Employment

Keys remain the property of the University. Departing faculty and staff must have the applicable **Separation Checklist for Employees and Separation Checklist for Management** fully executed, which includes return of all keys. All keys must be returned to the **Facilities Maintenance Lock Shop**. Please contact the Facilities Maintenance Lock Shop to schedule a time for key return. Failure to return all keys will result in charge to the key holder for replacement, and for rekeying of the applicable area, if necessary. If not paid prior to end of employment, the applicable charges will be deducted from final payment to key holder. If for any reason these measures do not work, the department will be assessed a charge for key replacement and rekeying of area as necessary.

Department Relocation

In the event an entire department is relocated to a new area, all keys must be returned to the Facilities Maintenance Lock Shop. Once the keys for the new area are available, **Facilities Maintenance Lock Shop** will make arrangements on delivery of keys. Advance notice of departmental moves is requested.

After Hours and Maintenance Entrance Doors

After Hours and Maintenance Entrance Doors are established for each building by Facilities Maintenance Lock Shop. Exterior doors are keyed different from interior doors. If a building has exterior door electronic card access, keys for exterior doors will only be issued to the University Police Department, locksmiths, and those individuals explicitly charged with the responsibility of opening and locking the building's exterior doors as provided in the Access Control policy. Upon installation of card access, issuance of exterior door keys will be limited to two (2) per department unless circumstances require otherwise and will only be issued to the Dean or Department Head.

You must notify your Dean or Department Head for after-hours entry into a building. Requests **should not** be made to University Police Department or University Security Systems Technician/Locksmith.

Custodial closets, mechanical, electrical, and Information Technology Services (ITS)

Telecommunication rooms

These are secured spaces that are accessible to those individuals charged with Facilities Maintenance responsibilities. No other keys will be issued for these spaces.

Padlocks, cabinet, desk, and file keys

All requests for keys for padlocks (University issued) must be submitted via Padlock Request Form. All records of these keys will be maintained by Facilities Maintenance Lock Shop. There will be a fee assessed to the requesting department for materials required. All other keys for cabinets, desks, and files are not the responsibility of Facilities Maintenance Lock Shop and will not be subject to this policy, except that all such keys must be returned to the applicable department prior to transfer to another department or conclusion of University employment in order to avoid replacement charge. Only University keyed padlocks may be installed on University doors and or gates.

Residence Halls

Keys for all Residence Halls will be requested, issued, controlled, maintained and inventoried by the Department of Housing. Facilities Maintenance Lock Shop will conduct a key audit to verify inventory at the end of each semester. The key request procedure for Housing residence rooms shall be as follows:

- Hall Staff identifies a need for lock change/key cut, and emails Housing Facilities.
- Housing Facilities submits TMA work order to Facilities Maintenance.
- Once ready, Housing Facilities Assistant Manager or Coordinator picks up locks/keys from Facilities.
- Housing Facilities updates StarRez of new keys/codes, and creates a work order for Housing Mechanic to facilitate a lock change and/or deliver keys to Community office.
- Community Office/Hall staff issues new keys to residents via StarRez.

Housing, Dining, Publications, and Bookstore employees will follow the University's guidelines for all key requests as noted in the sections above. Auxiliary Services requests must receive approval from the Assistant Vice President for Auxiliary Services.

Temporary Keys

Temporary keys are those which will be utilized on either a short-term basis or a long-term basis to individuals such as outside vendors or contractors who will need keys in order to perform their duties. Keys will be kept in a key cabinet at Facilities Maintenance Lock Shop and signed in and out on a daily basis to authorized persons only if approval has been submitted on the Vendor/Contractor Request Form and approved by the Department Head, Dean or Vice President. A temporary key may be issued on a short term basis to authorized persons only if the Key Request Form has been submitted and approved by the Department Head, Dean or Vice President, with final approval of the Associate Vice President of Facilities.

NOTE: Access for vendors and/or contractors to buildings will be the responsibility of the department in charge of the contracted work.

Student Access Keys

Keys which are issued to student workers will be requested, issued, controlled, maintained and inventoried by the hiring department. Student workers are required to turn in all keys to the hiring department at the end of each semester. Keys will be re-issued at the beginning of the next semester.

Graduate Assistants or Graduate Teaching Assistant

Keys will be issued for the duration of the assistantship with responsibility equal to full-time University employees. Each faculty member is to submit a Key Request Form through the designated person in each area for his/her graduate assistant(s). The graduate assistant must pick up and sign for the key in person at **Facilities Stockroom**. If the graduate assistant's status changes such that he/she no longer has authority to possess the key(s), **Facilities Maintenance Lock Shop** is to be notified immediately by the faculty member in charge of the graduate assistant. All Graduate Assistants and Graduate Teaching Assistants should adhere to the Separation Checklist for Employees. **Note: Facilities Maintenance Lock Shop reserves the right to deny the approval of any key.**

FEE SCHEDULE

KEY

1st Loss by Individual	\$25.00
2nd Loss by Individual	\$50.00

*****All fees must be paid before a Key Request form is submitted. A copy of the payment receipt must accompany the request. Payments may be made online or in the Office of Student Accounting.**