

University of North Alabama

Access Control Procedure

1. Purpose

This procedure is to help provide a safe and secure campus environment through the orderly issuance and tracking of all keys by maintaining an accurate chain of accountability for all keys issued. University police, administrators, department chairs, directors, and supervisors are charged with ensuring adherence to this procedure and shall take appropriate actions to prevent security and access violations. Specifically, this procedure is meant to:

- a. Provide adequate University building security for persons and property through control of entry access.
- b. Provide unrestricted access for necessary emergency personnel to all campus areas for reasons of security, safety, health, and maintenance.
- c. Clarify the issuance, maintenance, and accounting of all buildings, on-campus and off-campus.

2. Authority

All key requests must obtain the appropriate authorization before issuance. Facilities will retain details on key holders, by name, department, L# and issuance date and serve with ITS as the only

entities authorized to create access based on the authorized access level.

Access holders accept responsibility as the sole owner of given equipment. At such time access is no longer needed by the holder, it is to be returned to Facilities to be documented and re-issued as authorized.

KEY TYPES	Required Authorization Levels
Grand Master & High Security	President and VPBFA
Building Master	VP or Dean and Building Coordinator
Department Master	Dean or Director
Classroom Master	Chair or Director
Single Room Key	Chair or Director

3. Responsibility

It is the responsibility of the Administration, Deans, Department Chairs, and Directors to communicate the importance and proper use of keys. The following list of instructions should be provided to all direct reports given access:

- a. Keys may only be used by those designated who have agreed to control and safeguard the key(s);
- b. Keys may not be **loaned or passed** to another person;
- c. Students may only have interior door keys. Exterior door keys are reserved for Employees.
- d. All keys are to be used for University business only;
- e. Only Facilities has the authority to duplicate or make a key under the authority of the Vice President of Business and Financial Affairs;
- f. Contractor keys must be issued from Facilities, with approval from the appropriate Project Manager or Director of Facilities.
- g. **Transference of keys is prohibited; thus, any person transferring to a new position, move offices, or upon**

separation must turn in their key(s) to Facilities or the drop box at UPD. New keys will be issued by Facilities for the new position or to new personnel as needed. This is to ensure accurate recording of key holders at all times.

h. Your key request will be processed within 10 business days once the key request approval is issued.

- i. Once key(s) are cut, the requestor will receive communication that the key(s) is ready. All Keys must be picked up at 1660 Tune Avenue.
- j. Keys will be held at Facilities for (4) weeks. If they are not picked up, the key will be returned to Locksmith and the department will still be charged a \$25 restocking fee.

4. Processes

a. New Key Request

- i. All key requests for non-forced moves from Facilities will incur a \$25 charge per key. This excludes new positions/employees and Facilities forced moves which will incur no charge.*
- ii. Please enter a work order identifying the personnel in need of access and what buildings and rooms need to be given Access
- iii. Facilities will email the New Key Request form for the appropriate permissions to have signed.
- iv. Once the New Key Request form is received, the Locksmith will audit the form for errors or questions and provide the necessary keys.
- v. Once keys are ready, the requestor of the work order will be emailed.

- vi. All keys will be picked up at Facilities (1660 Tune Avenue). All keys will have to be printed and signed for by personnel from the requesting department.

b. Campus Clearance

- i. ***This is for any personnel separating from the University. If this position is replaced the department will not incur any fees.***
- ii. Facilities will initiate a work order to collect the keys from the personnel on Campus Clearance.
- iii. Facilities will notify the supervisor that the keys will need to be dropped off the day before the Employee Campus Clearance Date.
 - 1. Keys can be dropped off at the University Police Department in the Key Drop Box OR they may be dropped off at Facilities (1660 Tune Avenue)
 - a. Please use the envelope provided to label your keys with the appropriate information
 - 2. If the keys are not dropped by the Campus Clearance Date, the Locksmith will pick them up on that date and the Department will be charged \$25.
 - 3. If keys are not available on the Campus Clearance Date, a lost key charge will be charged to the Department.

c. Lock Changes

- i. All room lock changes will be a flat fee of \$85. If applicable, most cam lock changes will be a flat fee of \$25. Cam locks are filing cabinets, desk drawers, lateral files, fireboxes and mailboxes. Due to different cam

lock manufacturers, these charges will need to be discussed after further investigation of issue.

- ii. All lock changes must be requested through the work order system.

d. Lost Keys

- i. This includes lost, stolen, replacement and copies of keys. All lost or stolen keys must be reported to both UNA Police and Facilities immediately. Dependent on the manner the key was replaced, the individual may be subject to a key AND lock change charge.
- ii. Each individual assigned a key(s) assumes financial responsibility for any lost or stolen key(s). The following replacement fees apply for each key:
 1. Grand Master & High Security Keys: \$500
 2. Building Master: \$250
 3. Department & Classroom Master: \$150
 4. Single Room Key: \$25
 5. Cam lock Key: \$5