

**LINFIELD COLLEGE**  
**McMinnville Campus**  
**Campus Key and Lock Policy**  
**July 1, 2010**

**PURPOSE**

The principal objective of the key and lock policy is to offer maximum protection of persons, buildings, and property on campus with minimum inconvenience to the key holder. This policy is designed to establish responsibility for key holders and to provide accountability for all keys, thus assuring a safe and secure campus environment.

**ASSIGNMENT & ACCOUNTABILITY OF KEYS**

- Divisional heads, department heads, and department chairs or their authorized representative (must be a full time employee of the college) are the only persons authorized to request keys for members of the campus community which includes faculty, adjuncts, staff, students and temporary employees.
- No Grand Master or Building Master shall be issued to a temporary employee or students, **except for RA's in the course of their duties.**
- The President or the Vice President of Finance & Administration is the only administrator who can authorize issuance of a campus academic/administrative grand master key to a college employee.
- If a residential grand master is requested, authorization must come from the President or the Vice President of Student Services.
- **Requests for keys are made to Facilities Services through the fill-able "Key Assignment Authorization" form that can be found on the Facilities Services webpage.** The requestor obtains proper required signatures and submits the completed form to: Facilities Services, Unit #A508. Facilities Services will determine which keys should be issued, pursuant to this policy, to provide access and shall maintain a record of all keys issued.
- Each person, faculty, adjuncts, staff, and temporary employee, who is issued keys (keys are a college property) shall have their own key identification number and personally sign for and safeguard keys to prevent lost or stolen property.
- Keys issued to departments (not individuals) may be re-issued by the Department to volunteers and students and will be under the control of that department. Departments will be held accountable for all keys issued to volunteers or students that work within that department. **Under no circumstances will that include residential spaces.**
- Each academic or administrative unit will develop its own method of key assignment for students, and volunteers to access college facilities. Procedures developed by departments need to ensure accountability of any College key and be very restrictive.
- Lost or stolen keys shall be immediately reported to Facilities Services.
- The Director of Facilities Services, in consultation with the Director of College Public Safety (CPS) and the Vice President of Finance and Administration, will determine if an academic/administrative building or department will require re-keying in the event that a building master key or other safety sensitive key is lost. If a residential building is considered for a re-key process, the Director of Residence Life will be included in the consultation process.
- Individuals **shall not** loan or give out their assigned keys to others, including members of the campus community.
- During periods of extended absence, keys shall be returned to Facilities Services.
- It is college policy that employees will be issued the lowest level of key access required by the position; unauthorized duplication of a college key will be considered a serious violation of college policy.
- Keys that are broken or worn are replaced at no cost.

- Keys for student use must be authorized by the department head and picked up and signed out for by the responsible faculty or staff member. Keys shall not be issued by Facilities Services directly to students.
- Employees terminating employment shall return keys to their department head. It shall be the responsibility of the department to return keys to the Facilities Services for inventory and condition inspection **within 48 hours of the employee's termination**. Keys may be returned earlier. New keys will not be issued to a new employee until the old keys are returned and accounted for.
- Facilities Services will conduct periodic surveys of key ownership by departments in order to maintain accurate records of key assignments.
- Grand Masters and Building Masters shall **not** be carried on personal key rings and/or taken off campus (President and Campus Public Safety Director exempted). These high security keys shall be locked nightly in an office where the respective employee works. In the case of Area Directors (AD) and staff who live on campus, these keys may be kept at the residence on campus. Keys to building front doors and offices are allowed on personal key rings. If these keys are lost, this minimizes the risk to persons and property and reduces re-keying expense.
- Responsibility of bulk key issues (housing, conferences, and academic departments that issue keys to students etc.) and control is that of the issuing department. It is required that departments keep accurate record of keys issued and returned. If keys are not returned and the building is determined to be re-keyed, costs may be charged to that department.
- Lost keys must be reported immediately to Facilities Services. Key replacements will be issued as soon as possible to avoid disruption of departmental programs. Lost ID Cards, which are used for building access on electronic locks, must be reported immediately to CPS.
- Keys to student rooms in residence halls shall not be issued to contractors/vendors. Access and key issuance into these spaces are granted to escorts (college employees) who accompany the contractor/vendor. See policy Student Living Access, available from Facilities Services.

## **RESPONSIBILITY FOR KEYS AND LOCKS**

College key and locks refer to any mechanical or electronic system used by the college to secure its facility and property. This does not include keys to desks, filing cabinets, lockers.

### **1. Facilities Services Department – Keys and Locks**

- Facilities Services is responsible for installation, maintenance, and issuance of all college keys and locks on campus and is responsible for the implementation of these policies and procedures.
- Establishes and implements a key and lock policy, which provides the highest level of physical security to the buildings and facilities on campus.
- Establishes the key codes for the keys and cores used in all doors.
- Establishes the hierarchy of Master, Sub-Master, and door keys required for each facility.
- If a building is to be re-keyed, Facilities Services will work with Department Chairs and/or Administrative Heads to develop a key system hierarchy for the building.
- Maintains a current and confidential record of all keys issued to each individual on campus.
- Determines as needed the physical security condition of the key and lock systems for any building owned or operated by the College and makes changes if required.
- Specifies the requirements for all new key and locking systems installed at the College.
- Works in conjunction with CPS on specification of electronic locking devices used to secure any space on campus.
- Maintains a separate key system for (1) academic, administrative and athletic facilities, (2) residence halls and suburbs, and (3) rental houses.
- Maintains records for the temporary issuance of keys used by contractors, vendor, and staff for the day-to-day operation of the college.
- Receives request for repairs to locks, doors, jams, and security devices via the work order system and ensures timely repairs and alterations as necessary.

- Determines which keys shall be issued to provide access.
- Determines, in consultation with Director of CPS, which spaces are controlled by electronic locking system.

## **2. College Public Safety Department - Card/Key access Control System**

- The College utilizes two separate card-key access control systems. Both systems require the use of a College-issued ID card for access. The CPS Department is responsible for maintaining the two databases that control access.
- It is college policy that no exterior door key will be issued to users of buildings that are secured with electronic card access systems.
- Departments must furnish CPS with the names of individuals who require authorized card-key entry into areas under their control that have card readers. When a person is no longer authorized for entry, this information must be immediately furnished to CPS.
- Problems with card readers or individual ID cards should be promptly reported to CPS.
- Works with all departments on campus to ensure appropriate access authorizations.
- Maintains, with assistance from Facilities Services and Integrated Technology Services, the hardware and software associated with the two types of access control systems used on campus.
- Determines, in consultation with Facilities Services, which spaces are controlled by electronic locking systems.
- Is responsible for the programming of access into any space that is secured with an electronic card access lock and oversees installation of the centralized card access systems on campus.

## **3. Student Services and Housing Administration**

- Coordinates keying of housing units with Facilities Services.
- Ensures that upon student withdrawal, keys are returned.
- When possible, gives ample notice to Facilities Services for keys and/or lock/core changes.
- Is responsible for fees incurred for building re-coring and/or re-keying due to lost keys.
- Issues keys and authorizes electronic card access into residential spaces.
- There will be a \$10 charge for each key and a \$45 charge for each lock/core change.
- Lock changes are only authorized by an AD or the Director of Residence Life.

## **4. Conference and Events Planning Department**

- Ensures that keys are signed out and returned by the user at the end of each event.
- There will be a \$10 charge for each key not returned at the end of the conference period.
- If any keys are lost or a door is required to have a lock/core change, the Conference and Events Planning Department will be charged \$45 for each lock/core and \$10 for each key.
- Provides, when possible, reasonable notice to Facilities Services for lock/core changes.
- If a contractor is required to complete lock/core work, actual charges shall be paid by the Conference and Events Planning Department.
- Receives from Housing the appropriate number of keys for each room to be occupied for the summer.
- Additional keys requested for keys lost shall be replaced at a cost of \$10 per key.
- Coordinates with CPS, the issuance of access codes or ID card access for electronic locks for the summer program.
- Turns all keys and records over to the Housing Director or authorized representative at the end of the conference period.
- The Housing and Conference and Events Planning Departments will jointly audit the keys and requests for new keys shall be made to the Facilities Services Department.
- Fees for new keys will be charged to Conference and Events planning or Housing based on audit results.

## 5. Contractors and Vendors

- Keys issued to contractors/vendors shall be returned to Facilities Services on a daily basis.
- Keys may be issued for extended periods for a specific space under construction. In these cases, a special 'contractor core' will be installed and the College's project manager shall be responsible for implementation. At the end of the construction project, the building/space shall have a lock/core change to its original or new lock.
- Contractors/vendors will be charged \$50 for each key lost or not returned and the actual cost of re-keying/re-coring if required.
- Keys shall not be loaned to others, even temporarily.
- Notices shall be posted in the key checkout log to ensure that contractors and vendors are familiar with the College key policy.
- Contractors are not allowed to check out keys to student rooms. Contractors requiring this access must have a college employee escort them to the room. See policy Student Living Access, available from Facilities Services.

## 6. Students

- As a rule, students are not issued keys to any Academic/Administrative areas. The exception to this may be student employees, student coaches, students requiring access to academic spaces for educational purposes and students involved in student government.
- When students do require keys, the keys will be issued to the department chair requesting the key.
- The department chair, head, or authorized representative shall request and sign the "Key Assignment Authorization" form listed on the Facilities Services webpage for the keys.
- If keys are lost or not returned, the department will be financially responsible for replacement. There will be a \$10 charge per key and a \$45 charge per lock/core changes. Departments shall establish a key checkout system for students to access space as needed for curricular and co-curricular activities.

### **Key & Lock Changes**

Departments or administrative units will be assessed a replacement charge by Facilities Services for lost or stolen keys, lock/core changes and for keys not returned by faculty, staff, temporary employees, students, or volunteers that are no longer with the college:

Key Replacement	\$10
Lock/Core Change	\$45
Master Key	\$50
<i>Minimum or actual costs for lock/core change, whichever is greater.</i>	
Sub Master	\$50
<i>Minimum or actual costs for lock/core change, whichever is greater.</i>	
ID Card	\$15

Billing of key and lock charges will be processed on the 25<sup>th</sup> of each month