

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Facilities Services
Subject:	Keys - General
Date Issued:	May 23, 2006
Date Revised:	September 26, 2018
Approved By:	Review by Cabinet, Approved by President

I. Policy

This policy outlines the guidelines for issuance of non-grandmaster keys to faculty, staff and students. In an educational institution there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. This policy seeks to address access concerns while maintaining the most appropriate level of security

II. Purpose

The purpose of this policy is to provide the highest degree of security possible for our students, faculty and staff, and to safeguard the property of the College and the personal property of those who work and study at Luther College. Attaining this goal mandates the control of keys per the following guideline: issue by necessity, not for convenience.

III. Scope

This policy applies to faculty, staff and students for general door access on campus.

IV. Terms and Definitions

Keys (within this policy) will refer to the Luther's "Best Key System" keys and any future access devices used on any Luther College facilities.

- Outside door key – operates the outside door locks on a building.
- Individual room key – operates the lock on one door.
- Group room key – operates the locks on a group of rooms with the same core in multiple doors.
- Secondary-submaster key – operates all locks assigned to a department within a division.
- Submaster key – operates all locks assigned to a department.
- Building master key – operates all locks within a building.
- Grand master key – operates all locks within a group of buildings or similar occupancies, not the entire campus.
 - o High Priority grand master key system – a key system that operates locks and allows access to faculty and certain staff offices.
 - o Residential grand master key system(s) – key system(s) that operates locks and allows access to residential living areas, including student rooms.
 - o Facilities grand master key system – a key system that operates locks and allows access to storage areas, mechanical areas, classrooms and outside doors.
- Department authorization – The department head (director) must authorize all key requests. The list of department heads and directors will be updated at the beginning of each school year. This

authorization also acknowledges the department is responsible for all rekeying costs associated with a lost or non-returned key.

V. Procedures and Guidelines

- A. It is the responsibility of each individual to maintain control of his/her key. Keys are not to be loaned or transferred to other individuals. A departing employee or one changing position must return their key(s) to Facilities Services.
- B. Duplication of keys issued by Luther College is strictly prohibited and is considered a violation of college policy.
- C. Any faculty or staff needing to obtain keys for inside or outside doors of non-residential buildings must obtain authorization from the department head (director).
- D. Any faculty or staff needing to obtain building master or submaster keys must obtain authorization and justification from the department head (director) and the Director of Facilities Services.
- E. Normally, temporary employees will not be issued any college keys unless approved by the appropriate Vice President.
- F. Any student needing to obtain keys for inside doors of non-residential buildings must obtain authorization and justification from the department head (director) before a key will be issued. The authorization will include the date when the key will be returned. Temporary student keys are issued for a limited time only.
 - The return date will be monitored. If the key is not returned by the date, the key recall process will begin.
 - o Under the key recall process, Facilities Services will notify the student and the department that the key has not been returned by the due date. The student and department have five days to return the key. If the key is not returned, the department will be charged for all costs associated with replacing the core(s) and key(s).
 - Students are not to be issued keys to outside doors to non-residential buildings.
 - Students are not to be issued building master or submaster keys.
- G. A key inventory audit list will be generated by Facilities Services routinely. This list will be physically checked against the keys in each department. If there are problems in gaining access to the keys, the appropriate Vice President will be notified.
- H. Keys must be returned in person to a Facilities Services staff so that all keys have been properly recorded as returned.
- I. Lost, missing or stolen college-issued key(s) must be reported immediately to Security, ext. 2103, and the Director of Facilities Services, ext. 1146. All rekeying decisions will be made by a team made up at a minimum of the Vice President for Finance and Administration, Director of Facilities Services and the Director of Safety and Security, with consultation of the impacted department. Rekeying costs will be charged to the department authorizing the issuance of the key(s).
- J. Departments may only request keys for areas under their responsibility.

- K. Identification is required when the key is picked up at Facilities Services.
- L. If an individual has two or more separate incidents of lost, stolen, missing or non-returned keys, the College may revoke his/her key privileges. Nothing in this policy will preclude any department and/or college disciplinary policies.
- M. A security breach exists when an outside door, building master or grand master key is lost, stolen or not returned. It is mandatory to rekey the impacted doors.

VI. Confidentiality and Record

Key information will be stored electronically and password protected. Key control books will be locked in the key office nightly.