

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department: Facilities Services/Campus Safety and Security  
Subject: Keys, Badges & Card Access - Vendors  
Date Issued: January 19, 2006  
Date Revised: January 31, 2013  
Approved By:

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### **I. Policy**

This policy outlines the guidelines for the issuance of college keys, badges and access cards to outside vendors/contractors. 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 campus security.

### **II. Purpose**

The purpose of this policy is to provide the highest degree of security possible for our students, faculty and staff. The College seeks to safeguard the property of Luther College as well as the personal property of those who work and study here. Attaining this goal mandates the control of access per the following guideline: Keys and cards are issued by necessity, not for convenience.

### **III. Scope**

This policy applies to outside vendors requiring access to specific areas on campus to perform maintenance or services as contracted by a campus department.

### **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.

- Access – the right to enter a building or portion of a building with a device such as keys or electronic cards.
- 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, not the entire campus.

- Card Access Control – a magnetic, or proximity card that works with an electronic or electro-mechanical device to gain access to a building. This card is also used to identify vendor representatives.
- Key Holders - faculty, staff, students, contractors, support service personnel, and anyone else who holds assigned keys to college buildings and facilities.
- Vendor – outside businesses that perform maintenance or service contracted by the College.
- Contractor Core – a temporary lock set installed for use during long term construction projects.
- Special Issued Keys - refers to any room that is keyed differently than the master key of the building in which it is located.
- Badges – a type of visible identification required to be worn by vendors’ representatives that are not identified by a company uniform or company issued badge.
- Residential Building – A college building, or part of a building used for student occupancy as a living space. These spaces may also be used for summer programs.
- Student Occupancy – refers to the time period when students are under contract for housing and when either the student or their belongings are in the resident’s room. This applies to the student rooms in Miller, Dieseth, Farwell, Ylvisaker, Brandt, Olson, College Apartments, and Larsen Hall, as well as the outside entrances to Baker Village apartments, Prairie Houses and Norby Hall.
- Academic Building – A college building or part of a building used for administrative or academic purposes such as a classroom, administrative office area, and faculty offices, etc.
- Background Checks – must include, but are not limited to, criminal background checks and the National Sex Offenders Registry.

## **V. Procedures and Guidelines**

- A. Vendors must provide a certificate of liability insurance before conducting any work on the College’s campus. These certificates must be updated annually.
- B. Vendors will provide an affidavit confirming that background checks have been performed on any of their representatives that may do work on the College’s campus. Backgrounds checks must be verified upon request.
  - The vendor shall verify that all employees assigned to work in general spaces of College property have successfully passed the background review.
  - In the event that there is an exception to the background check, written approval for the vendor’s employee to work at Luther College must be attained from an authorized representative of the College before work begins.
- C. Short-term contracted vendors will not be permanently issued keys, badges or access cards to the Luther College campus buildings or facilities.
  - Keys, temporary badges and access cards are available for daily check out from the Facilities Services Office. These items must be returned to the Facilities Services office when the job is completed or by the end of the work day, whichever happens first. It is the responsibility of Facilities Services to identify those vendors who are not in compliance with the return of Luther College property such as keys, badges and access cards.
  - Facilities Services will issue temporary keys, badges and/or access cards to vendors for necessary construction, service and maintenance access as needed.
  - The vendor's representative to whom the key(s), badge(s) and/or access card(s) are issued may be asked to present a photo identification (a driver’s license or government-issued ID

with photo) if the representative is unknown to Facilities' employee(s) along with the appropriate authorization as requested to verify their status as a vendor representative.

- Vendor's representatives that are not identified with a company uniform or company issued badge will be asked to sign out a Luther College contractor badge. The badge should be worn by the representative while on campus. It is the responsibility of the vendor to assure their representatives are clearly identifiable with a company uniform, company issued badge or college issued badge.
  - The authorized vendor representative and Facilities Services staff will sign the key issuance request/authorization form for any key(s), badge(s) and/or access card(s) issued.
  - Keys and access cards shall not be transferred from one individual to another.
  - Separate keys will be issued rather than a master key whenever possible.
  - Grand master keys are not available to vendors.
  - Residence hall grand master keys (VV keys) are not available to vendors.
  - Keys will be issued and assigned to general contractors only to the extent necessary for them to perform their specific projects. Subcontractors will be issued keys only if there is proper authorization from the general contractor.
- D. Arrangements for after-hours access (after 5:00 p.m.) must be prearranged through Facilities Services with written communication to Campus Safety and Security. Vendors can contact Campus Safety and Security after hours at ext. 2000 or 2111 for assistance.
- E. Building master keys for buildings will only be issued when access cannot be obtained through the building occupants. When practical, access will be given by department entry rather than by issuing a key to the vendor.
- F. Contractors are not allowed to check out keys to student rooms during student occupancy.
- During times of student occupancy, vendors requiring access to residential buildings must have college staff accompany them to the occupied room.
  - During residence hall vacancy periods, vendors will follow the same process that is listed in C above.
- G. Lost keys, badges or access cards should be reported to the Facilities Services, ext. 1010, and Campus Safety and Security, ext. 2111, immediately.
- Vendors who lose assigned keys, badges or access cards will be financially responsible for the costs associated with the loss.
- H. Departments responsible for hiring outside vendors shall submit a key authorization request for access to their department area to the Facilities Services Office.
- The request shall include the length of time the key(s) will be needed and the return date. Departments can request individual interior door keys only.
  - Requesting departments shall be responsible for the cost of rekeying the locks to all affected facilities should the vendor or contractor key be lost.
- I. In the case of a lengthy construction project, a contractor core may be used.
- At the end of the construction project, the building/space shall be re-cored to the campus core system.

- J. Special access arrangements will be made for specific, ongoing contractual agreements upon written authorization from the Director of Facilities or the Vice-President of Finance and Administration.

## **VI. Confidentiality and Record**

Facilities Services maintains records for the temporary issuance of keys used by vendors and staff for the day-to-day operation of the College. Facilities Services shall insure that all keys are promptly returned and accounted for at the end of each day. Campus Safety and Security will monitor the keys not turned in each day and ask vendors to return the keys immediately. Any problems with return of keys should be reported to the Director of Campus Safety and Security by calling ext. 2111.