

WEST TEXAS A&M UNIVERSITY GENERAL KEY POLICY

PURPOSE:

To state the policy of the University regarding key issuance, key control, lost keys and returning of University keys as well as door access provided by Buffalo Gold Card. The objective of this policy is to provide and maintain safety and security for the benefit of the University community.

GENERAL:

All keys issued are to be considered as any other state property and should be protected with the same considerations. The University key system must be protected as any other expensive state property. Stringent key control accomplishes this. **Careful consideration should be given to every key requested.**

SYSTEM CONTROL:

All master key systems, locks, keys, Buffalo Gold Card, and records are under the direction of the Vice President for Business and Finance. No lock, including padlocks, will be installed, changed or altered by any personnel other than the University locksmith. The Lockshop will remove unauthorized locks immediately. **All corrections or repairs will be at the cost of the departments.** The University locking system is a very complex group of locks that provide security for state property, and protection of our student housing. To maintain this security we must have the cooperation of every student, faculty and staff associated with the University.

KEY REQUEST:

The department head or his designate must initiate request for key issuance. Each "WTMAU Key Request" (see last page) should be filled out completely and signed by the appropriate individuals. Rubber stamps and pre-signed key requests are not acceptable. It is the responsibility of each department head to monitor and control all keys issued. All key requests must be presented at the Physical Plant office, where the requests will be processed and the requested keys prepared. Keys will be issued within twenty-four hours of the receipt of the request. **Key requests require printed name and a written signature of the individual requesting the keys along with Building name and room number.**

All key requests are kept on file and proper data entered into the computer. There will be no charge for the first key issued. Key requests not picked up within 30 days will be restocked and a new key request must be submitted. Keys are to be picked up only by requestor.

Key requests may not be made for any area, building or department that is under the supervision of another department head.

KEY RETURN:

The employee being issued the keys is responsible for assuring the keys are returned at termination, end of semester, graduation, etc. All keys, except dorm room keys, will be returned to the *Physical Plant office*. **Giving keys to faculty, department head, secretary, or other persons will not clear a key record.** When an individual ends his/her employment with West Texas A&M University all keys must be returned to the Physical Plant lock shop.

Final pay checks, student diplomas, grades and/or transcripts will be held if all keys are not returned at the end of each school year, graduation, transfer or the end of employment.

A Property Clearance Form must be signed before the individual's final paycheck will be issued. All key holders must return all keys before proper clearance may be granted. A receipt indicating payment for lost keys must be presented at the time of termination and clearance.

LOST KEYS:

Keys are issued to a specific person and that person is responsible and personally held accountable for the use/misuse or loss of that key.

All lost keys must be reported within 24 hours to the appropriate authorities, Lockshop and UPD. Information given should include: where key was lost, date the key was lost, key number and room the key opened. A payment receipt for lost keys; a new key request and the letter approved by the appropriate department head should be brought to the Physical Plant office for processing. All payments for lost keys will be made at the Business Office located in the Old Main Building. The dollar amount for lost key replacement varies, depending on the level of your key.

PAYMENT SCHEDULE:

The cost to replace the key cylinder depends on the number of keys and doors involved. The number of keys also includes all employees that have the same access to that door. The minimum cost per cylinder is \$20, plus keys. The cost of a Dorm unit master key may run as much as \$500, and re-keying an entire building may cost several thousand dollars. The department issuing the keys will be responsible for all costs when a key is not returned.

BUFFALO GOLD CARD ACCESS SYSTEM:

The Office of Residential Living, Gold Card office and the Physical Plant lock shop will control buildings that use the Buffalo Gold Card System as a means of access. When departments use Buffalo Card Access for certain areas this form must be used to provide such access and the department is responsible for notifying the lockshop when access is to be removed.

POLICY RESPONSIBILITY:

Any questions concerning this policy should be directed to the Associate Vice President Physical Facilities or the Lockshop Manager for clarification.

Reviewed and Approved



09/01/2005

Gary Barnes
Vice President for
Business and Finance

Date