WEST TEXAS A&M UNIVERSITY
CONTRACTOR KEY GUIDELINES

PURPOSE:

To state the guideline of the University regarding key issuance, key control, door access, lost keys and returning of West Texas A&M University (University) keys. The objective of this guideline is to provide and maintain safety and security for the benefit of the University community. This guideline will focus on any contractor with the University and their requests of University keys and door access.

GENERAL:

All keys issued must be protected with the same considerations as any other expensive state property. Stringent key control accomplishes safety and security of the University. **Careful consideration should be given to every key requested and understanding of the key loss liability is critical.**

SYSTEM CONTROL:

All master key systems, locks, keys, key issue, Buffalo Gold Card access, 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. Unauthorized locks will be removed immediately. **All corrections or repairs will be at the cost of the contractor.** 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 our Contractors. Where possible, construction cores will be used to secure areas for the construction project. Keys for contractor supplied construction cores will be supplied to the UPD Lock Shop for the duration of the project. Once the project is completed, the construction cores will be changed to the University model cores.

KEY REQUEST:

Each WTAMU Contractor Key request should be filled out completely and signed by the appropriate and authorized individuals. All key requests must be presented at the UPD Lock Shop, where the requests will be processed and the keys prepared. Keys will be issued within twenty-four hours of the receipt of the request. All contractor key **requests require printed name, written signatures including approval from a SSC supervisor and must show building name, room number and any needed electronic door access via the Buffalo Gold system.** All key requests are kept on file and proper data entered into the electronic key inventory system.

KEYWATCHER:

The KeyWatcher system will record an access history of each key and user. Requestors needing KeyWatcher access will be given a user#, pin#, and access to fob #'s (KEYS). **All KeyWatcher users MUST return keys to the KeyWatcher EACH DAY.** Users abusing the daily return rule will be subject to removal from the KeyWatcher system. Controlling keys is a big part of controlling security. The KeyWatcher offers immediate access and total accountability.

CONTRACTOR KEYS:

The Director of SSC or designee must initiate request for key issue. Permanent keys of the WTAMU system shall be kept in the Key Watcher at UPD Dispatch. Keys shall be returned daily to this Key Watcher. Failure of the contractor to return key(s) at completion of the project justifies the cost to re-key the affected area and will be paid by the requesting contractor.

LOST / STOLEN KEYS:

Keys are issued directly to a Contractor or his representative and that Contractor is responsible and personally held accountable for the use, misuse, theft, or loss of that key.

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

BUFFALO GOLD ACCESS CARD SYSTEM:

The UPD lock shop, will control buildings that use the Buffalo Gold Card System as a means of access for Contractors. This access should be requested on the WTAMU Contractor Key Request form.

GUIDELINE RESPONSIBILITY:

Any questions concerning this guideline should be directed to the Lock Shop Manager for clarification.

Reviewed and Approved

Randy Rike
Vice President for
Business and Finance

WTAMU Contractor Key Request

I_____, having read and understood the Contractor Key Guideline, agree to follow the guidelines laid out herein. I also agree that by signing this Request, I am entering a contractual agreement with WTAMU to fulfill all stipulations of the guideline. Failure to abide by this guideline or to violate the intent of the Guideline will be grounds for disciplinary action, i.e., key retraction and/or monetary restitution to WTAMU for work performed. Work performed will be inclusive of replacement keys to all key holders of affected space, and the costs involved with lock cylinder replacement of space controlled by lost key(s). The costs for replacement of all keys and cores involved with this key issue is

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WTAMU Special Key Request	WTAMU Authorizing Signature
Business Name **(print)**	**Project Start Date**
Name **(print)**	**Project Completion Date**
Signature	Contractor Business Office Phone
SSC Authorizing Signature **(print)**	SSC Authorizing Signature
Residential Living Acknowledging Signature **(print)**	Residential Living Acknowledging Signature

Buffalo Gold Card Access: Building and/or Space(s) and length of needed time

_____

_____

Do Not Write Below This Line (WTAMU Lock Shop use only)

USER #_____   KEY RING# _____

PIN #_____   CARD ACCESS # _____

FOB #_____

KEYS _____

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