



University of Pittsburgh at Titusville

UPT POLICY ON DISTRIBUTION OF KEYS

(August 19, 2009)

General

In order to preserve campus security and maintain control over the distribution to faculty and staff of keys for the various campus buildings and rooms, this policy is in effect immediately.

Responsibilities

- 1) Undistributed keys are maintained in a secure facility by the Office of Facilities Management. This office will be responsible for making sufficient copies of various keys to ensure that an adequate supply is always on hand.
- 2) The actual distribution of keys is the responsibility of the Office of Human Resources in Davis Hall.
- 3) The maintenance of computer records pertaining to keys is the responsibility of the Administrative Assistant in the Office of Facilities Management.
- 4) The requesting of keys for staff employees is the responsibility of the relevant Senior Staff Member. The Vice President for Academic Affairs makes this request for all faculty members.
- 5) Individual employees are responsible for the safe-keeping of keys issued to them, for returning all keys at the termination of their employment or when certain keys are no longer needed, and for immediately notifying the Campus Police and the Office of Facilities Management of any lost or missing keys.
- 6) Special instances:
 - a) Only the campus President may authorize the distribution of a Grand Master Key or a Building Master Key. The number of Grand Master Keys distributed should be kept to a minimum. The campus President may also reserve for himself or herself the distribution of any other keys.

- b) Apart from Grand Master and Building Master Keys, and other keys reserved by the President, the relevant Senior Staff member will decide how keys in his or her area(s) will be distributed and which keys each employee will receive.
- c) Any questions concerning the distribution of keys will be settled by the President.

Issuing of Keys

- 1) Each office will be provided with an MS Word document shell entitled “Key Request Form” (see the example at the end of this policy). When a key or keys are required, the form should be filled out by the requesting office indicating which keys are being asked for and for whom. *Any keys the recipient already has must also be listed in the indicated area.* The form should be saved as a new MS Word file with the name of the key recipient in the title. The blank template can then be used again for other requests.
- 2) The completed form should be sent as an e-mail attachment to the relevant Senior Staff Member. The Senior Staff Member (for staff employees) or the Vice President for Academic Affairs (for faculty) should review the Key Request Form, and, if approved, send it as an e-mail attachment to the Administrative Assistant for Facilities Management (Saundra Tracey) with a copy to the Director of Facilities Management (Jon Edwards).
- 3) **Key requests forwarded by individuals other than a Senior Staff Member or the Vice President for Academic Affairs will be returned to the sender unprocessed.**
- 4) Key Request Forms for Grand Master, Building Master, or other keys reserved by the campus President must be forwarded by him or her personally as e-mail attachments to the Administrative Assistant for the Office of Facilities Management with a copy to the Director.
- 5) Keys requested will be supplied by the Office of Facilities Management to the Office of Human Resources for distribution, along with an updated Key Agreement Form listing all the keys issued to that employee. The Office of Human Resources will inform the employee of the availability of the keys.
- 6) The employee must sign the updated Key Agreement Form acknowledging receipt and custody of the keys when picking them up from the Office of Human Resources. A copy of the signed form will be given to the employee.
- 7) If a current employee is receiving additional keys (or returning keys), an updated Key Agreement Form will replace the older form.
- 8) The Office of Human Resources will keep the original of the signed Key Agreement Form on file and send copies to the Office of Campus Police and the Office of Facilities Management. The Office of Facilities Management will maintain a computer database of all key assignments.

Return of Keys

- 1) Keys will be returned upon termination of employment to the Office of Human Resources as part of the check-out process. The receipt of keys returned will be noted on the Key Agreement Form and a copy given to the departing employee.
- 2) Keys of current employees which are no longer needed should be turned in to the Office of Human Resources, which will return the keys, along with documentation stating who returned them, to the Office of Facilities Management.
- 3) The Office of Facilities Management will update the key computer database to reflect the return of the keys, generate an updated Key Agreement Form, and forward it to the Office of Human Resources, which will obtain the employee's signature and distribute the form as stated above.
- 4) If an employee transfers to a different campus department, his or her original set of keys must be returned, and, at the request of the new Senior Staff Member, a new set of keys should be issued as indicated above.

Lost, Stolen, or Missing Keys

- 1) If any keys are lost, stolen, or missing, this must immediately be reported to the Office of Campus Police, the Office of Human Resources, and the Office of Facilities Management. The relevant Senior Staff Member should also be informed.
- 2) The Office of Campus Police will, if appropriate, prepare an Incident Report.
- 3) If deemed necessary, the Office of Facilities Management will change the locks involved, and new keys will be issued to relevant employees in the routine manner.
- 4) If it is determined that locks do not require changing, a replacement key or keys will be issued to the employee at the request of the relevant Senior Staff Member.

Key Security

- 1) Keys should be maintained securely in the possession of the holder at all times.
- 2) No one shall give any key in his or her possession to anyone not authorized to have the key. Authorized users shall be designated only by a Senior Staff Member, the Vice President for Academic Affairs, or the campus President as appropriate.
- 3) No one shall make a copy of a key issued to him or her or cause a copy to be made. Any and all copies will be made only by the Office of Facilities Management.

Key Request Form - UPT

ALL information below **must** be provided or request will be returned to sender unprocessed.

Date of request:

Employee's full name (Last, First, Initial):

Employee's Department:

STATUS: **Full-time:** **Part-time:**

TYPE: **Faculty:** **Staff:**

Working title of employee:

| List full name of key(s) or room name | MUST List Current Keys (i.e., BSC 104, stamp on key) |
|---------------------------------------|---|
| S U 204 | M K 0 |
| SU 116 | BSC 0 |
| SU M | |
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- Once completed, this Key Request form **must be forwarded as an attachment via e-mail, by the requesting Senior Staff Member or Dr. Shields**, to Sandra Tracey, with a copy to Jon Edwards, in Facilities Management.
- The form may be completed by anyone in a department, but Facilities Management **must** receive the Key Request **directly** from the Senior Staff Member or Dr. Shields in order to process it.

NOTE: Use an additional form if necessary.