Facilities Operations Keying Policies and Procedures

12/18/13

Objectives

To insure the integrity of security for all buildings on campus by providing optimal security combined with a user friendly approach.

Methodology

Building keying systems will focus on authorized access to buildings for occupants in an uncomplicated method for the users, while providing access for security, emergency, standing order contractor, and Facilities Operations personnel. Responsibility for adherence to the Keying Policies and Procedures comes under the office of the Director of Facilities.

Public Safety Department will be provided with Building Master key for their use. Public Safety will coordinate the entrance to buildings with all outside organizations that they may call to campus in emergency situations.

Standing Order vendors that need access to buildings for service calls will be provided keys from the Facilities Operations Lock Box (see definitions). Access to the lock box will be authorized by the Director of Operations.

Facilities Operations personnel will use the same lock box for keys they may require. Operations personnel will use the keys issued to them for access to Mechanical and Electrical rooms within buildings. These keys are on designated key ways for Operations personnel exclusively and are the same for all buildings.

Implementation of Building Keying Policy

New Buildings

At the appropriate time, designated by the Project Manager, a meeting will be held with the Dean of the college or Department Head, Stanley Security representative, Project Manager, Lock Shop Supervisor, and the Director of Facilities. The purpose of this meeting is to establish the occupant’s usage of the building, align that usage with the Keying Policies and Procedures, and incorporate access control into the project. Access points for Administration, Faculty, and Staff will be determined and keyways established for the entire building. The guiding principle for access control is to provide keying in a manner that provides every occupant with one key that allows access into the building entrances, their individual suites, storage rooms, and offices as required. Although lock cylinders and keys are purchased by the contractor they are delivered directly from the supplier to the Lock Shop Supervisor thus insuring the integrity of the keying system.
Renovations and Intra Campus Relocations

Approach is the same as above but access is restricted to only the spaces to be occupied and the Dean or Department Head of the building will be present during the development the Keying Plan to insure overall understanding and acceptance of the access control modifications to their building.

Master Keys

All Rowan University Building access control systems have master keying capabilities. The distribution of master keys is highly restrictive and it is the responsibility of the Director of Facilities to insure strict adherence to the master key policy. Based on the usage of a building a determination of individual access requirements may dictate that there are certain personnel that require access to multiple areas within a building for operational effectiveness. This request for sub master keys shall be made by the Dean or Department Head. (See Sub-Master Keys)

Sub-Master Keys

Sub-Master Keys will be issued to those individuals requested but will be restricted to Department Chairs, Assistant Department Heads, and Senior Administrative Personnel or those personnel designated by the Dean or Department Head only. Loss of a sub-master will require the mandatory re-keying of the spaces controlled by the sub master (usually one floor or part of one floor of the building) at the Dean’s expense.

Building Master Keys

Building Master Key (1) will only be provided to the Dean or Department Head. Loss of a Building Master Key will require the mandatory re-keying of the building at the Dean’s or Department Head’s expense.

General Requests for Keys

New Full Time Employees - requests can be entered into Rowan Works by the Dean, or Department Head, or their official designee. The request (one key per request) will be reviewed and authorized by the Director of Facilities and forwarded on to the Lock Shop. Upon delivery of the key the recipient or Dean’s office will sign for key thus assuming all the responsibilities for that key.

Part Time Employees and Adjunct Faculty – Requests can be entered into Rowan Works in the same manner as above. Additionally the recipient shall be required to return key at the end of a semester if they are not returning for the following semester or if their employment period has expired. These returned keys will be classified as ‘Pool keys’ If keys are not returned subsequent requests for the same positions will charged a fee of ten dollars per request. Take note; the keys made for these type of requests will not have an entry function. They will allow access to offices and classrooms only.
**Students** – requests for Housing Keys shall originate from University Housing and may be entered through Rowan Works. Requests for keys in academic buildings (such as practice rooms or laboratories) shall be submitted to Rowan Works by the Dean or Department Head. Key shall be returned by the end of the academic year. This pool of keys (see definitions) may be held by the Dean's or Department Heads office for redistribution the following semester. Subsequent requests for lost pool keys will be charged a fee of ten dollars. Requests for additional keys above the level of pool keys on hand will not be charged if the department can demonstrate that all pool keys have been circulated.
Definitions

Lock Box

The Lock Box is a secured Rowan ID Card restricted access cabinet that contains building master keys and additional keys for access to restricted areas within buildings. Access is controlled by computer software. The Lock Shop provides master keys for each building which are inserted into numbered cylinders within the cabinet. Upon approval of the Director names are programmed into a computer designating which personnel or vendor has access to which keys. Access into the cabinet is through Rowan ID swipe card device. Once the cabinet is open personnel can select, only the keys that have been assigned to their ID Card, and remove the key from the cabinet. Once the cabinet is closed the computer will record the time, key number, and person that withdrew the key. If the key is not returned within six hours a notification will be sent by the computer that the key is overdue. The same procedure is used to return a key.

Sub Master Key

A sub master is a key that controls access to multiple locations within a building usually one floor or a portion of one or multiple floors. Primary use is for special authorized access into all departmental spaces.

Building Master Key

A building master key is a key that will open all spaces within a building, assigned to the designated Building Dean or Department Head.

Official Designee

Person designated, in writing to the Director of Facilities, by a Dean or Department Head to have the authority, on behalf of the Dean or Department Head, to enter requests for keys.

Pool Keys

Pool Keys refers to keys that are commonly supplied to Adjunct Faculty for class rooms and to students for entry to practice rooms and laboratories. Since use of these keys is on a semester by semester basis the must be collected by the Dean’s or Department Head’s office for reallocation for the next semester. Requests for replacement of pool keys will provided at a ten dollar per key charge.