

**Key Issuance Procedures**  
**Effective Date: 08/01/2012**  
**Revision Date: 08/12/2013**

## ***KEY ISSUANCE PROCEDURES***

### **PURPOSE:**

To establish procedures governing the maintenance of access to facilities while safeguarding the personal safety and protecting the physical assets of students, faculty, and staff, protecting the property of Louisiana State University, and avoiding potentially significant costs due to theft, vandalism, or excessive rekeying of locks. The responsibility for developing and implementing key control procedures is with the Office of Facility Services.

The systematic control of locks, keys and card access cards is one of the most important components of any safety program. Without proper key and card access control, locks provide little deterrence to illegal or unauthorized entry into a facility. Successful lock and key control requires the cooperation and efforts of several parties, including:

**Facility Services**-Designs and maintains the integrity of the system

**LSU Police Department**-Provides oversight

**Departments**-Safeguards facilities under their use by maintaining proper key assignment policies and security systems and being financially responsible for the cost of rekeying and replacing lost keys

**Individual faculty, staff, and students**-Safeguards assigned keys from loss or theft, and reports these occurrences immediately

These procedures apply to all facilities on the Louisiana State University campus and remote locations.

### **POLICIES**

1. Keys are and remain at all times the property of Louisiana State University.
2. Keys will be issued to faculty, staff, and graduate students only.
3. Individuals are only allowed 1 issuance of a particular key, no spare keys are allowed.
4. Faculty and staff members will be issued keys consistent with job responsibilities, actual need and the approval of the Department Head or Dean.

5. Graduate students will be issued keys consistent with their job responsibilities, actual need and the approval of the Department Head or Dean.
6. Mechanical Room keys will only be issued to Facility Services staff members.
7. All lock and key work, including, but not limited to, making and issuing keys, rekeying locks, replacing and/or repairing locks and related equipment, shall be done by or through Facility Services.
8. Departments are financially responsible for the cost of key replacement, as well as any rekeying work necessary to maintain security.
9. Keys will be issued by Facility Services based upon demonstrated need for access and approval by department Dean or Head. The lowest level of key will be issued that provides the level of access needed (room, area, sub-master, master, etc.).
10. Persons issued keys are responsible for their safekeeping and must immediately notify Facility Services of the loss or theft of any key or access card. If the key is stolen, LSU PD and Facility Services should be immediately notified. Charges for replacement of key, rekeying or emergency call-outs may be assessed to a department.
11. Keys shall not be loaned, borrowed or transferred to another individual without property authority and documentation by Facility Services.
12. Keys may not be duplicated under any circumstances, except by Facility Services. Tampering with or duplicating keys may result in loss of privilege, termination from employment or criminal charges.
13. Keys must be returned to Facility Services upon leaving employment with the university or at the end of a person's need for a key. A key charge may be charged to the department for any key or access card not returned to Facility Services. Departments may request that Payroll deduct the charge from the employee's final paycheck if key(s) are not returned at the end of the employee's employment.
14. Residential Life is the custodian of keys for all residential facilities. Request to rekey a residence hall room due to loss or theft of a key will be done, using a temporary rekey, the same day due to resident safety concerns. The temporary rekey will be replaced as time permits. Routine key requests will be scheduled accordingly.
15. Residential Life will issue undergraduate students keys to their assigned dormitory room and the outer entrance door to their residence hall only.

## **RESPONSIBILITIES:**

### **FACILITY SERVICES**

Facility Services is responsible for:

1. Creating and maintaining the university's Lock and Key Control System, including schematic, codes, service equipment and product standards;
2. Maintaining in a safe and secure manner for all facilities the master and original keys, as well as related hardware and related documentation;
3. Issuing keys and keeping key information on file, including
  - a. Lock and key control systems

- b. Inventory of locks and hardware
- c. Keys that have been issued and returned by individuals
- 4. Changing or replacing locks;
- 5. Opening locks;
- 6. Stocking necessary hardware and supplies

## **DEPARTMENTS**

Department Heads are responsible for:

1. Appointing a Building Coordinator who will determine who requires keys, the access required, and authorizes requests for issuance of keys after approval is received from the Dean or Department Head;
2. Ensuring that facilities assigned to the department are secured properly, including the maintenance and activation of security alarm systems, and that staff, faculty and graduate students understand this responsibility;
3. Reporting a lost or stolen key immediately to Facility Services;
4. Collecting key(s) from employees or students at the time they leave employment or have no more need for keys. Collected keys must be promptly returned to Facility Services, along with the name of the person to whom the key was issued;
5. Requesting all lock or key work from Facility Services via the established Work Order procedures.

**Note: All Key Request require a Key Request Form.  
See section below for details on Key Request Form Procedures.**

## **HUMAN RESOURCES MANAGEMENT**

The department is responsible for:

1. Sending notices of employee separation to the Facility Services Lock Shop in a timely manner.

## **RESIDENTIAL LIFE**

Due to the volume and frequency of turnover handled by this department, they are responsible for establishing detailed procedures for the issuance, distribution, replacement and return of keys. These procedures and any changes to them must be approved by Facility Services to ensure that they meet the objectives of this lock and key control policy.

## **KEY REQUEST FORM PROCEDURES:**

1. This form shall be filled out electronically (typed) in the fillable PDF file. A handwritten form will not be accepted.

2. All Key Requestor Information is to be filled out, an incomplete form will not be accepted.
3. Specify the building, room # or key code, and any notes related to the key.
4. The Building Coordinator or an Alternate Building Coordinator must sign every Key Request Form.
5. If a Sub-Master or Master is being requested, there shall be additional approval from the Dean or Director, the OFS Executive Director, and the LSUPD Chief of Police. The Department is responsible for getting the Dean or Director's signature; OFS is responsible for getting the OFS Executive Director and the LSUPD Chief of Police's signatures.
6. This form must be attached to the Work Order in the Work Order System. Emailed Key Request Forms will not be accepted.
7. The Requestor will be the only person allowed to sign and pick up their key(s). No one can pick up keys and sign for another individual.

### **MISCELLANEOUS PROCEDURES:**

1. An identifying number will be stamped on each key. The number for each key will identify the person who has been issued the key, as well as the building, location, or lock.
2. When a key is lost or stolen, the locks will be modified to render the current key inoperative. The lock/cylinder will be replaced in the existing lock, and a new key will be issued to the owner. The department will be charged for this service. The fee shall include the cost of the replacement core, key, and labor cost.
3. All repairs or additions to any university locking device, key or door hardware will be managed by the Facility Services Lock Shop and documented with a Work Order.
4. All keys that have been cut and are ready for distribution will be stored and issued by Facility Services Work Control.
5. The bulk of uncut key blanks will be secured in the Facility Services Lock Shop. The supply will be audited and compared to the keys ordered to ensure that no unauthorized keys are issued and no blank keys are missing.
6. Campus facility repairs that require issuance of a key to a contractor must be approved by Facility Services. The contractor will be issued the key and must return it at the end of the job.
7. At no time should a contractor unlock a door for any person other than their employees or sub-contractors.
8. Upon completion of a project, key(s) must be returned to the Facility Services Lock Shop.
9. During extended delays and/or work stoppage, key(s) must be returned to the Facility Services Lock Shop.