



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Keys	Effective Date: 12/7/2017	Policy Number: 3-105	
	Supersedes:	Page 1	Of 5
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY

This policy applies to anyone issued or authorized to use university keys (i.e. university employees, students, and contractors or vendors working on campus who require access to specific job sites).

This policy excludes:

- The issuance of student room keys by Housing and Residence Life
- The use of Great Grand Master (GGM) keys by the Police Department Command Staff (Police Chief, Deputy Chiefs, and Commanders)

POLICY STATEMENT

Employees, students, contractors, and vendors requiring access to university buildings and grounds may be granted access to university keys through a formal request process. Keys will not be issued to volunteers. This policy identifies the key request process, and the responsibilities of those who are granted access. Key holders must not give away, loan, or swap keys with others, and must notify their supervisor and the UCF Police Department (UCFPD) immediately if a university key is lost or stolen. Lost or stolen keys will not be replaced until a Police Report has been filed. Misuse or loss of keys places the university at risk. Therefore, violations of this policy may result in the loss of privileges afforded, charges for lost keys, and charges for rekeying areas and buildings. The loss of Building Master, Grand Master, and Great Grand Master keys will result in disciplinary action for UCF employees, up to and including termination.

Facilities and Safety will process all key requests, transfers, replacements, and returns. Any other method of key duplication or lock rekeying is prohibited. Only the Facilities Operations Key Shop (Key Shop) may duplicate university keys or install locking hardware on university spaces.

DEFINITIONS

Building Master Key. A key that allows entry or the ability to lock any lockset in a specific university building.

Building Sub-Master Key. A key that allows entry or the ability to lock any lockset in a suite within a specific university building.

Departmental Lock Box. A device used to secure departmental keys.

Electrical or Mechanical Room Key. A key that allows entry or the ability to lock any electrical or mechanical room in any university building.

Great Grand Master (GGM) Key. A key that allows entry or the ability to lock any lockset in the university's key system.

Housekeeping Closet Key. A key that allows entry or the ability to lock any janitorial room in any university building.

Key Manager Security Access Representative (KMSAR). An A&P or USPS employee who manages the key request process and maintains key records for his or her department or area. KMSARs are appointed by a dean, director, or chair, in writing, to Facilities and Safety's Work Control Center (WCC).

Room (Space) Key. A key that allows entry or the ability to lock a specific room within a university building.

TRAKA Box. An electronic key access system to control the access to university keys.

University Key. A piece of shaped metal that is inserted into a lock to open or close the locking system.

University Key System. A proprietary mortise and lock system or electronic locking device owned by the University of Central Florida.

GENERAL POLICY

Responsibilities of Key Holders

Employees may be issued keys to access their workplaces. All keys are engraved with a code to identify the type of key. A key holder may not give away, loan, or swap keys with others, and must notify their supervisor and the UCF Police Department immediately if a university key is lost or stolen. Lost or stolen keys will not be replaced until a report has been filed with the University Police. The loss of Building Master, Grand Master, and GGM keys will result in disciplinary action, up to and including termination. Upon separation from the university, employees will return all keys that they were assigned.

Keys are typically not issued to students or other non-UCF employees, but their dean, director, or chair may grant temporary access while assuming all responsibility for the keys' use. Students who fail to return keys will have a hold placed on their student records.

Great Grand Master (GGM)

The GGM key, the highest level of key in the university keying system, provides unlimited access to campus buildings. GGM keys are issued to departments, not to individuals. An approved individual may check out a GGM key from a designated TRAKA box for his or her work shift. Anyone authorized to use a GGM key must exercise extreme vigilance in protecting it at all times; GGM keys are not to leave campus.

Non-university Locks

No lock may be installed on a university building or property without prior approval from Facilities and Safety. Locks installed without prior approval will be removed at the department's expense.

Violations

Violations of this policy include, but are not limited to, the following:

- Loaning a university key to another individual;
- Obtaining and issuing a university key without authorization;
- Duplicating university keys;
- Damaging, tampering, vandalizing, altering, or modifying university access devices, hardware, locks, or other access mechanisms;
- Installing or causing to be installed an unauthorized locking mechanism on university spaces (e.g., offices, labs, etc.);
- Propping doors open to avoid the use of access devices;
- Admitting unauthorized person(s) into a building;
- Failing to return a university key when requested by Facilities and Safety or the KMSAR, or upon leaving the employment of the university;
- Failing to report missing university keys; and

- Failing to return Building Master, Grand Master or GGM keys within the 12-hour curfew.

Therefore, violations of this policy may result in the loss of privileges afforded, charges for lost keys, and charges for rekeying areas and buildings. The loss of Building Master, Grand Master, and Great Grand Master keys will result in disciplinary action for UCF employees, up to and including termination.

PROCEDURES

Key Requests

Key requestors will submit a letter of justification, which will be electronically attached to the request, to their Key Manager Security Access Representative (KMSAR) when requesting new or replacement keys. All key requests must be submitted by the KMSAR in PeopleSoft, and upon submission, will be automatically routed to the appropriate approvers as per the chart below. The KMSAR will maintain departmental records of all keys issued.

In order to be issued GGM key access or an Electrical or Mechanical key, the person for whom the key is being requested must complete EHS training course 690, Electrical and Mechanical Room Safety at UCF, and submit their certificate of completion to their KMSAR.

Different key types provide varying levels of access to university spaces, and require different levels of approval before keys are issued. The approval paths for each key type are shown below:

Key Type	KMSAR	Dean, Director, Chair	Key Shop and WCC Superintendent	Director, Facilities Operations	CS&T	Associate Vice President for Administration and Finance (Facilities and Safety) and Chief of Police
Great Grand Master	X	X	X	X		X
Building Master	X	X	X	X		
Building Sub-master	X	X				
Room (Space)	X					
Electrical or Mechanical	X	X	X	X		
Roof	X	X	X	X		
Housekeeping Closet	X	X	X	X		
Telecom	X	X	X	X	X	

Key Issuance

The key must be picked up in person at the Work Control Center (WCC), located in the Facilities and Safety Complex, within 30 days of notification that the key is ready. If the person to whom the key is assigned is unable to retrieve the key, a representative from

his or her unit may pick it up by providing his or her name and employee ID number. Keys left at the WCC for more than thirty (30) days will be returned to the Key Shop, and a new Key Request will need to be submitted.

Departments may retain duplicate check-out keys in a TRAKA box for short-term or temporary building access. The department will be responsible for key security and for establishing and maintaining a sign-out procedure to track the location of the keys. The TRAKA box will be subject to audit by the Key Shop personnel.

Approved GGM Key Access

Employees, contractors, and vendors who have been approved to use a GGM key will be assigned a TRAKA box location from which to access the GGM key. Employees will use their UCF Card to obtain access. Contractors and vendors will be assigned a swipe card, which is retained in the WCC and indicates that they may check out a GGM key. WCC employees will use these swipe cards to retrieve a GGM key from the TRAKA box for the contractor or vendor. GGM keys may not be taken off campus and must be returned to the TRAKA box within 12 hours.

Rekeying Requests

Locks may only be rekeyed within the university master keying system. When additional security or confidentiality is required in an area, a special request to rekey off of the university master keying system may be submitted to and approved by the associate vice president for Administration and Finance (Facilities and Safety) and the associate vice president and Chief of Police.

Key and Lock Charges

Departments must pay for new keys, replacement keys, failure to return keys, and to rekey areas or buildings. Rates are found on the Facilities Operations website under Resources <http://fo.ucf.edu/resources>.

Worn keys will be replaced at no charge; the original key must be returned to the WCC.

TRAKA Boxes

Key control will be facilitated through the use of an electronic identification control system approved by the associate vice president Administration and Finance (Facilities & Safety) (AVP). Key boxes that are not approved by the AVP are prohibited. If unapproved key boxes are found, they will be removed.

Key Records and Audits

- The Key Shop will maintain employee key records in its database. All university keys must be returned when employees separate from the university, transfer departments, or

change room assignments. A Key Receipt will be issued by the WCC when the keys are returned.

- Departmental key reports are available to the KMSAR in PeopleSoft.
- The WCC will retain copies of all active contractor and vendor Key Request Letters.
- The WCC will notify Facilities Planning and Construction when a contractor’s or vendor’s Key Request Letter is one week from expiration. If a project is delayed, the contractor or vendor must request an extension for continued access.
- Facilities Operations will periodically perform physical inventories of keys, including departmental TRAKA boxes. Departments will be charged for missing keys.

Contractor and Vendor Key Requests

- If it is determined that a contractor or vendor requires university key access, he or she must submit an original Key Request Letter (as noted in the Forms section below) to the Facilities and Safety Project Manager (PM). The FPC KMSAR will submit a key request in PeopleSoft on behalf of the contractor or vendor for either annual or project-specific key access.
- The following chart identifies the requirements:

Type of Contractor or Vendor	Annual Key Request Form	Annual Key Request Letter	Project-specific Key Request Form(s)	Project-specific Key Request Letter(s)	Key Request Type
Elevator, fire alarm, and pest control vendors	X	X			GGM
Continuing Services Contractors (CSC)	X	X			Building Master, Electrical or Mechanical, Roof
Contractors or vendors without CSC			X	X	Building Master, Electrical or Mechanical, Roof

- If approved, the contractor or vendor will be assigned an access card, which is kept in the WCC and grants WCC personnel access to retrieve the appropriate keys from the WCC TRAKA box. The approved Key Request Letter will be kept on file in the WCC. When a contractor or vendor reports to the WCC to obtain keys, he or she will be required to show a picture ID. WCC personnel will verify that the contractor is authorized for access on the contractor’s or vendor’s active Key Request Letter before issuing any keys.
- All Building Master, Electrical or Mechanical, Roof, and GGM keys must be returned to the WCC within 12 hours of checkout.
- If a contractor needs to extend a project’s construction timeline, the contractor may request extended access to the area through the UCF Project Manager. The UCF Project Manager must notify the WCC in writing of the new expiration date. If notification is given to the WCC after the initial access expiration data, the contractor will need to submit a new Key Request Letter.

FORMS

Key Request Letter: <http://fo.ucf.edu/sites/default/files/pictures/VendorKeyRequest.docx>

GGM Key Request Letter: <http://fo.ucf.edu/sites/default/files/pictures/VendorGGMRequest.docx>

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-105</u>	
Initiating Authority: <u>Will F. Mendenhall</u>	Date: <u>12-5-17</u>
University Policies and Procedures Committee Chair: <u>Ronald L. Bishop</u>	Date: <u>12/1/2017</u>
President or Designee: <u>John C. Hill</u>	Date: <u>12/7/17</u>