

## **Policy 601.6 – Keys**

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Issuing Office: Administration & Finance

Date Revised:

Approved By:

References:

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### **I. POLICY**

The University of Montana Western maintains control and accountability for the issue and return of all keys that allow access to university buildings. Facilities Services is responsible for administration of this policy.

### **II. PURPOSE**

The purpose of this policy is to assure the integrity of the University of Montana Western's Key System and thus security of all Montana Western facilities.

### **III. PROCEDURES**

#### **A. Instructional Buildings**

1. Other than during normal working hours, all buildings shall be locked in order to maintain the security of both buildings and their contents.
2. Keys are issued for entry to buildings for the purpose of conducting university business only.
3. An authorized individual entering or leaving a locked building may not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their presence.
4. An individual entering or leaving a locked building is responsible for securing the door and turning out the lights. That individual may be held responsible for any loss or damage to university property resulting from the failure to do so.

#### **B. Residence Halls**

1. The Student Affairs Office manages the keys for resident students for Residence Hall entry doors and rooms.
2. Student Affairs employees will be issued appropriate keys via the normal process.
3. Each student renting a room is issued one key. An outside door key is issued to resident students in Jordan, Davis, and Centennial Halls. Residents of Clark and Mathews Halls open the outside doors with their room key.
4. Any student living in a residence hall who loses a key must report the loss to the Student Affairs Office immediately.
5. If a lock must be changed for security reasons as a result of a lost key, the person that the key was issued to is responsible for the cost of lock changes and new key issuance as needed to maintain building and room security. Examples of key/lock replacement costs are itemized in Appendix A (attached).

#### **C. General Key Issuance**

1. Campus keys will be issued to faculty and staff of the University of Montana Western only. Special loans of keys where required (such as contractors, etc.) must be authorized by the Facilities Services Manager. A daily checkout sheet will be utilized to record any grand master or master keys checked out.
2. Grand master and master keys must never leave the campus.

- D. Bookstore/Bark ‘N’ Bite Access
1. Keys to special areas such as the Campus Bookstore or the Bark ‘N’ Bite will only be issued to individuals requiring access to those areas (this is normally one or two individuals). These keys will be tightly controlled, and the locks will never be included under a grand master or master key set.
- E. Key Request Process
1. All key requests must be made through the Campus Mail Room at least one week prior to when the keys are required. Key requests require the approval of the department head responsible for the appropriate access area.
  2. Student club or organization members must request keys through their advisor. Keys are then issued to the advisor.
  3. Employees who want to give students access to normally locked areas must make a key request through the Campus Mail Room. Keys will be issued to the employee making the request.
  4. Keys normally will be issued for specific locks only.
  5. Grand master and master keys required by Facilities Staff for the normal performance of their duties will be controlled by the Facilities Services Manager. These keys will be inventoried on an annual basis, and the requirement for their issuance will be reviewed on an annual basis by the Facilities Manager. These keys will not be removed from the campus, but rather maintained in a locked enclosure when the employee leaves work.
  6. Grand master and/or master keys will be issued to departments outside of Facilities Services only after approval by the Facilities Manager and the Director of Administrative Services. If authorized, these keys will be issued to a department head only. When a department head leaves his/her position, all keys under his/her purview must be inventoried and released from that individual. Grand master and master keys within the department will be issued to the replacement department head, or the acting head if a search is required. These keys should normally never leave campus, but be stored in a locked enclosure when not needed.
  7. Lost or stolen keys must be reported to the Security Officer immediately.
  8. A person or department reporting lost or stolen keys *may be* responsible for any lock changes and new key issues as needed to remedy any potential problems. Replacement costs are outlined in Appendix A.
  9. Special circumstances, such as one department/person holding a key for another department/person, must be arranged between the department/persons. Any such keys will be the responsibility of the requesting department/person. All other procedures will apply.
  10. All keys remain the property of the university and shall be returned under the following conditions:
    - a. Upon the transfer of an employee to another department or building.
    - b. Upon termination of employment.
    - c. Upon the request of the department chair or administrative head.
    - d. Upon being granted a leave of absence without pay for a period of 30 or more calendar days. However, staff members granted such leaves may retain their keys if they are authorized to have access to the building and/or office during the leave.
- F. Controls
1. Key issuance outside of this policy requires the written and signed authorization of the Director of Administrative Services or the Vice Chancellor for Administration, Finance, & Student Affairs.
  2. The Campus Security Officer is responsible for maintaining a database of all keys issued by keyway and/or individual.
  3. Upon notification of lost key/keys, the Security Officer will review the access provided by the lost key/keys and re-key where necessary. Loss of grand master or master keys will be reported to the Director of Administrative Services. Locks affected by the loss of a grand master or master key will be replaced, and the grand master or master set will be retired for a period of at least five (5) years.

4. The key inventory will be reviewed on an annual basis. If a review indicates the need to replace a grand master or master set, that set will be retired for a period of at least five (5) years.

**IV. AUTHORITY**

**V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Director of Administrative Services,  
Facilities Services Manager, Campus Security Officer