



SECTION: CAMPUS OPERATIONS

AREA: GENERAL

SUBJECT: KEY REQUESTS

PURPOSE

The purpose of this policy is to inform departments within the University of Arkansas for Medical Sciences (UAMS) of the uniform procedures for requesting and managing keys for faculty and staff of the University.

SCOPE

All employees, faculty, and staff at UAMS have a responsibility to safeguard the keys assigned to them. The security of the buildings and special security sensitive areas on campus are important to the patients, visitors, and staff that are served.

POLICY

All facility keys remain the property of UAMS and are controlled by the Office of the Director of Physical Plant. The security of UAMS facilities is dependent upon responsible department authorization and the appropriate control and use of keys by faculty and staff. Lost or stolen keys must be reported immediately to the 1) UAMS Police Department, 2) department Dean or Director, and 3) Physical Plant Department. The indiscriminate loaning of keys is prohibited.

PROCEDURE

- (1) **Physical Plant Key Office Hours:** The Physical Plant Key Office hours are as follows:
 - 7:30 am – 9:00 am
 - 11:30 am – 12:30 pm
 - 3:00 pm – 4:00 pm
- (2) **Requesting Keys:** Departments requesting keys for faculty or staff must submit a key request card. Key request cards may be mailed to the Physical Plant Key Office at slot 579, or delivered directly to the key office. There is also a drop box at the key office service window.

Key request cards must be filled out completely and have a department authorized signature. Cards with incomplete data will be returned to the department.

Key request cards may be obtained from the Physical Plant Key Office or the Physical Plant Materials Management service window, both of which are located on the ground floor of the Physical Plant.

- (3) **Receipt of Keys:** To pick up keys, faculty or staff must display their UAMS identification badge at the Physical Plant Key Office and sign & date the key request card. Keys may not be picked up by proxy.
- (4) **Transferring Employees:** Key transfers to other employees are not permitted. All keys must be returned to the Physical Plant Key Office by the person to whom they were issued. Keys can then be issued to another employee in accordance with this policy and procedure. It is the department's responsibility to ensure that transferring employees return all keys.
- (5) **Terminating Employees:** Terminating faculty or staff shall return all keys to the Physical Plant Key Office as a part of the clearance procedure. Faculty or staff will be charged for all unaccounted keys. The key office will not sign off on the clearance form until all keys and access cards have been returned or appropriate charges have been paid. The person's department shall not sign off on the clearance form until the person has appropriately cleared through the key office. If faculty or staff does not pay for unaccounted keys, the authorizing department will be charged.
- (6) **Lost or Stolen Keys:** Faculty or staff must report lost or stolen keys immediately to 1) the UAMS Police Department, 2) department Dean or Director, and 3) the Physical Plant Department. Faculty or staff will be charged for all lost or stolen keys, or the person's department may take responsibility for paying the charges. Key requests cards for replacement of lost or stolen keys must be accompanied by the UAMS Police report and either cash, check, or a work order to pay the charges.

A department may be charged the total cost of re-keying an entire area, department, or building, if it becomes necessary because of a breach of security resulting from lost or stolen keys.

- (7) **Worn or Broken Keys:** Worn or broken keys will be replaced at no charge if all parts of the key are returned to the Physical Plant Key Office. The physical plant locksmith can extract a portion of the key that remains in the keyway.
- (8) **Key Levels:** The level of keys for UAMS facilities is Operational, Sub-Master, Master, Physical Plant Master, and Great Grand Master.
- Operational. The designated representative of the respective department or area must approve all operational key requests.
 - Sub-Master. The designated representative of the respective building must approve all sub-master key requests.
 - Master. The designated representative of the respective building and the Vice Chancellor of Campus Operations or Director of Physical Plant must approve all building master key requests.
 - Physical Plant Master. The Vice Chancellor of Campus Operations and Director of Physical Plant must approve all PPM key requests.
 - Great Grand Master. Only the Vice Chancellor of Campus Operations and Director of Physical Plant can approve the issuance a GGM key.
- (9) **Key Charges:**
- | | |
|--------------------|---------|
| Operational | \$10.00 |
| Sub-Master | \$15.00 |
| Master | \$25.00 |
| Great Grand Master | \$50.00 |

- (10) **Restricted Access:** Departments requesting doors, locks, pad locks, or combination locks not keyed to the UAMS master system must first obtain permission from the Executive Director of Campus Operations. In addition, the department must provide a key or the combination to UAMS Campus Police.

The Physical Plant Key Office can provide a standard V-Series combination door lock with the combination selected and kept confidential by the department, which can only be overridden with a GGM key.

- (11) **Authorized Signatures:** Authorized signature forms are kept on file in the Physical Plant Key Office. Keys will not be issued if a key request card does not have an authorized signature matching these records. The key office should be notified of changes regarding department authorized signatures, in order to keep these records current. The key office may periodically request departments to submit current authorized signature forms.

- (12) **Key and Access Card Audits:** The Physical Plant Key Office periodically conducts key audits to ensure that accurate records are maintained. Departments will be charged for any unaccounted keys discovered by an audit.

Sample Key Authorization & Request Card: Key request cards are available at the Physical Plant Key Office or Materials Management window, both of which are located on the ground floor of the Physical Plant.

UAMS Key Authorization & Request Campus Policy 11.1.04		

_____	_____	
Keyholder Last Name (print)	First Name (print)	

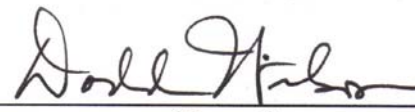
_____	_____	_____
SAP #	Telephone Number	Mail Slot

_____		_____
Building/Department for which key is requested Key No.)		Room No. (or

_____		_____
Requesting Department (print) Number		Account

_____/_____/_____		_____
Department Authorized Signature		Date

____/____/____	
Keyholder Signature (sign when key is received)	Date

SIGNATURE: 
Chancellor

Date: November 6, 2008