FINANCE & ADMINISTRATIVE AFFAIRS DIVISION
FACILITIES & PLANNING
KEY POLICY
Policy #F&P-4800-03

Purpose
To provide the policy/procedure for the locking and keying of university facilities.

Objective
1. To provide for the necessary security of university facilities.
2. To assure appropriate access to university facilities for occupants, as well as maintenance, health and safety, and university police personnel.
3. To provide a hierarchy of access to university facilities.
4. To establish a university standard lock system.

Policy
All doors and access ways to and within university facilities requiring security will be fitted with the appropriate key system. This lock system will be keyed to provide access to all facilities and spaces within facilities to specified occupants, maintenance, health and safety, and police personnel. Each building will be keyed in a manner which will allow for most doors within that building to be operated by one "master" key. The building "master" key will be available to the building facilities manager. Departmental spaces within and between buildings will be keyed to allow access by one "submaster" key. These "submasters" will be available to the departmental chairperson and others authorized by the department chairperson. Individual rooms or suites assigned to a department will be keyed according to the needs of the department chairperson and keys provided as authorized by the departmental chairperson. University spaces within buildings e.g. classrooms, class labs, mechanical rooms, will be keyed according to building and/or room use. Keys will be issued to these spaces by the authorization of the building facilities manager through departmental chairperson request. All buildings and spaces within buildings will be accessible to a single "grand master" key. Grand masters will be available to designated personnel in the Departments of Facilities and Planning, University Police, and Health and Safety.