

**POLICY**

Effective Date: 03/27/08 (revised)

Approved By: Director of Facilities Management

Cancels: 94-1

See Also: POL-U5610.01

**POL-5700.07      USING UNIVERSITY KEYS BY FM PERSONNEL**

*This policy applies to all Facilities Management (FM) personnel who use University keys.*

1. **All University keys are to be kept in key lock boxes when not being used, except for those keys allowed to be taken home (see below).**

At the end of each work shift, all keys assigned to FM employees are to be stored in an approved locked key box within each shop with the exception of FM door or gate keys assigned to individuals who need to enter FM on an early shift (prior to 8 AM). Key lock boxes are to be locked at all times. Keys are not to be stored in locked desk drawers. Each employee is to be assigned a hook in the lock box for their individual key rings. Vehicle keys must be kept in the lock box or on the shop vehicle keyboard.

2. **Supervisors are responsible for the accountability of the keys.**

Supervisors are responsible for assigning each employee a hook in the lock box for their individual key rings and assuring that employee keys are present at the start and end of each workday. In the event that keys are missing, the supervisor will immediately notify their manager, who will in turn notify the FM Director.

An FM Key Control Daily Record form will be posted at all lock box locations. Each day when/if an employee removes or returns their keys from/to the lock box they are to checkmark the proper location on the form. At the end of each day the supervisor will verify the completeness of the form, ensure accountability of their employee's keys, and initial the form. At the end of the month the supervisor will forward the completed form to the FM Administrative office.

If inventory of employee key-rings and keys becomes necessary, the supervisor shall contact University Lock Shop and request an inventory to be done. All unauthorized keys shall be removed by the Lock Shop and reported to the supervisor. All FM employee keys shall be mounted on a swedge cable by the Lock Shop.

## POLICY

### **3. Some FM personnel may be authorized to take University keys home**

Generally, employee key rings **are not** to be taken home. Managers, Supervisors, and Custodial / FM Shop Leads and early shift personnel will be authorized to take home a special key ring that allows access to the gate, shop or work area, and lock box. In the event the Shop Supervisor is not available, a spare key to the lock box can be checked out at the Work Control Center.

Administrative and clerical personnel will be permitted to take home keys that allow them access to their immediate work station only.

Under certain circumstances when employees are assigned to specialized projects that require before or after hours access to FM, they may be assigned a special project key ring. At the end of the project, this special project key ring will be returned. Documentation shall be kept by supervisors for check out of these project keys, (i.e., who checked out the key and when/where returned).

### **4. University Police will check out keys to FM personnel working After Hours Overtime and Call-back.**

In the event of after hours call-back, the shop supervisor, shop lead or FM management will contact the University Police dispatch and advise them that employee John Doe has been authorized to pick up a set of keys. FM will provide the University Police dispatch with a list of authorized call-back personnel.

For checkout purposes, employees will be provided the option of checking out either a full set of maintenance keys or a short set of keys from University Police dispatch. The employee receiving the keys will be required to sign out for the key ring. The full ring will allow the employee to go directly to the job site, rather than going to the Plant. Parking passes are the responsibility of the employee. The short key ring would contain three keys (gate key, after-hours key to the shop, shop lock box key). The employee will then have access to his/her key ring kept in the lock box, vehicle keys, and any tools and/or material needed to meet the emergency situation.

The FM gate shall be locked from the time the employee leaves the Plant to go to the jobsite, until they return with their vehicle. If the

## POLICY

employee needs access to the Marshalling Building after hours, they must contact University Police, who will come and open the Marshalling Building.

At the end of the call-back period, the employee will return the vehicle keys to the FM key box, or to the vehicle key board, lock the shop, lock the Marshalling Building, and the FM gate, and return the set of keys checked out to the University Police Department. Key rings **are not** to be taken home, if for any reason key ring(s) removed from shop can not be returned to the shop lock box, return the key ring(s) to University Police Department. The employee will pick up and sign for their key ring at University Police dispatch the next work day.

**5. Exceptions to this policy must be approved in writing.**

Exceptions to this policy will be approved in writing on a case by case basis by either the Facilities Management Director or one of the Assistant Directors.