SUMMARY:

Facilities Planning and Management provides locksmith services and maintains a record of all lock and key schedule systems on campus.

POLICY:

I. Policy

Locksmith Services

All keys remain the property of Coastal Carolina University. The Director of Facilities Planning and Management or his/her designee is responsible for regulating the issuance, control, accounting and return of all keys issued for all university facilities. The Lock and Key Control section of the Repairs and Renovations division of Facilities Planning and Management has day-to-day responsibilities for implementing the Lock and Key Control measures.

A. Authority and Responsibility

1. Locks/Key Control

The Locksmith of Locks/Key Control in Facilities Management has the authorization to initiate, through the Office of the Director of Facilities Management detailed internal procedures needed to implement this policy. The department is responsible for designing and developing the schematics for the Master Key Lock System. This includes maintaining the Master Key Lock System records, making new keys, establishing combinations for lock cores, providing all of the required forms used in the procedures, and providing reports requested by University units.
2. Approving Authorities

The President, the Executive Vice President, other Vice Presidents, Deans, Directors, and other authorized officials may approve key requests for employees within their departments. The responsibility for keys once issued, rests with the Department/Unit official(s) that authorized the issue. Responsibility begins upon delivery of the key to the requestor from Lock/Key Control and ends when the Department/Unit returns the key to Lock/Key Control. It is the responsibility of the Department/Unit authorized official(s) to secure all keys from personnel (faculty, staff, or students) terminating from the University. The Department/Unit is responsible for keys not returned or lost by unit personnel and for the cost of reestablishing the security of areas affected by the loss of keys. Such costs will vary, depending on the extent of the University facilities affected by the loss. This could range from reestablishing security of one door to reestablishing security of the entire campus. Department/Unit heads may authorize additional keys for personnel who have documented needs for extra keys.

3. Key Recipients

Employees who accept the responsibility for University keys are authorized to use the keys only to gain access to their work stations during normal working hours, for overtime work, or as approved by the Department/Unit head. Using the assigned key to gain entrance to other University offices or facilities is strictly prohibited. Employees are responsible for immediately reporting lost keys to the Lock/Key Control unit in Facilities Planning and Management. All keys not utilized by the Department/Unit or are obsolete must be returned to Lock/Key Control for disposal. Persons issued keys are responsible for their safekeeping. Do not loan key(s), transfer, borrow or duplicate any key(s) without proper authority and documentation by Lock/Key Control.

B. Key Transfers

The intent of this provision is to have keys available for replacement personnel, and/or to make it possible for the Department/Unit Head to hold keys through an academic term when key is not in use.

When key(s) held by the Department/Unit for eventual transfer, the Department/Unit must notify Lock/Key Control within a reasonable amount of time, which key(s) they are holding and if the location of the key(s) is in a secure location. A key must be returned within a thirty-day (30) period to Lock/Key Control unless the key is being transferred to another staff member.

C. Master Key System and Master Key System Identification

Master keys will be issued to individuals having a continuing need for a Master key. The request must have the appropriate authorization and justification. All costs incurred to re-establish security of areas affected from the loss of one of these master keys rests with the Department/Unit requesting the issue of that key. An employee that
accepts custody of a master key will be required to sign a statement acknowledging their responsibility for their use and care. All master keys require approval of the Senior Vice President for Finance and Administration.

Master Key System Identification will be maintained in a highly secured area by Facilities Management Lock/Key Control and will be limited to those University Officials having a “need to know” and will not be disclosed to anyone unless authorized by the President, the Executive Vice President, or the Senior Vice President for Finance and Administration.

D. **Locks Removed from the Master System**

Circumstances may infrequently occur that results in specific areas within the University (high risk/high security areas) requesting the removal from the master key system. To determine the necessity and the manner of approval of such requests use the following guidelines.

High Risk/High Security areas may include:

1. Volatile storage
2. Office of Student Accounts
3. Vaults where money or valuables are stored
4. Lock/Key Control
5. University Police
6. Audio-visual
7. Vital records
8. Pharmacies or drug storage

To remove specific locks from the primary master key system the appropriate Dean or Director will forward to Lock/Key Control a letter documenting the need. To open these locks it requires an operating key and control key (master keys will not work in these locks). Keys issued requesting changes be made requires authorization from the Dean or Director. Duplicate or department/unit keys will not be provided. Please forward a copy of the request, documentation, and a summary of the action taken to the Director of Facilities Planning and Management, University Police, and the Custodial Supervisor.

In the event that University Police are unable to contact the individuals having access to these specific areas and forcible entry is necessary, the department/unit will be responsible for the cost of repairs.
E. **Lost or Stolen Keys**

Report all lost or stolen keys by telephone or email to the Locksmith at Lock/Key Control, and follow up by submitting a Lock/Key Control Form to Facilities Planning and Management. The form is located at [www.coastal.edu/forms](http://www.coastal.edu/forms).

**II: Procedures**

**A. Key Issue and Return**

1. Once the need for a key is determined and approved, the authorizing Department/Unit will complete and submit a work request form along with a completed Lock/Key Control Form to the Facilities Planning and Management department through the online work request system at [www.coastal.edu/forms](http://www.coastal.edu/forms). The work request is valid when submitted by an approved requestor.

2. If additional approval signatures are required for (Master Key Types - 1- (Department Sub-Master), 2- (Building Master), or 3- (Grand Master), the requesting Department/Unit must include a letter of justification with the work request along with the appropriate signatures.

3. A key transfer request requires the Department/Unit to complete a work request along with a Lock/Key Control Form with the name of the person who the key is transferred from and the name of the person to whom the key is being transferred to and initialed by both.

4. Department/Unit Heads must return all keys of terminated personnel to the Locks/Key Control immediately upon termination of the employee.

**B. Lock/Key Control**

1. Verify the approving signatures.

2. Cut key as stated on work request.

3. Complete all records needed prior to issue of key and once completed return the work request to the Facilities Management office.

4. Lock/Key Control will deliver key to requesting Department/Unit.