



Facilities Management Department (DFM)

DFM Access Control Action Plan – AD#007

Subject:	DFM Access Control Action Plan
Reference:	Facilities Management – Action Plan – AD #007
Application:	All DFM Employees
Effective Date:	

General: The Access Control Action Plan was developed for procedural guidance within the Department of Facilities Management (DFM) for the purpose of facilitating the issuance of keys, to define responsibility for issuance, collection of keys, and to encourage responsible care of keys by key holders. The Access Control Action Plan is applicable to DFM employees only, and contractors who have been hired on behalf of DFM.

Statement: The Access Control Action Plan was developed to provide the highest degree of security possible for our students, faculty and staff to safeguard the property of the university and the personal property of those who work and study at Western Kentucky University. Attaining this goal mandates the control of keys per the following guideline: *Issue by necessity, not for convenience.*

In order to achieve this goal, it is necessary to assign responsibility for the keys to the users.

The key holder to any university facility assumes responsibility for the safekeeping of that key and its use.

Definitions –

Key(s): All devices used to lock/unlock mechanical locking devices and electronic access devices used in lieu of mechanical locks. Lockers, desks, file cabinets, and other similar storage devices (excepting podiums/cabinets securing media equipment) are normally excluded.

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- Keycards: Electronic access control consisting of proximity or magnetic stripe medium embedded into/onto a plastic card.
- Key Schedule: A system of lock design, both mechanical and electronic, to provide controlled access.
- Key Control File: Records will be maintained by the Lock Shop for key identification, access, and a listing of persons in possession of the specific keys.
- Type of Keys: Grand Master...Operates all locks in the DFM key schedule
Master.....Operates all locks within a particular building
Sub-Master.....Operates all locks within a particular area or suite
Operating.....Operates a specific single lock only

ACTION PLAN/PROCEDURES

Key Management –

There will be a periodic key inventory conducted by Western Kentucky University Campus Police. Fees will be charged to replace lost keys.

Key transfers from one person to another are strictly prohibited. Unauthorized keys will be confiscated and returned to DFM.

All University access keys are to be stored in one of the Morse Watchman “Key Watcher III” cabinets when an employee is not on shift. The system will track use of the keys and will only allow access to authorized individuals presenting proper credentials.

University Keys are not to be taken home or placed in personal lockers. EXCEPTION: Each employee will be issued a restricted door key to access the time clock and Key Watcher III cabinets to retrieve their assigned work keys.

Key rings used in conjunction with the Key Watcher III cabinets should contain University issued keys only and have no items attached such as personal key chains, beads, etc.

Vehicle and shop specific keys are to be secured in a lockable key cabinet within each of the shops. Control and inventory of these keys are to be administered by the shop supervisor as outlined in the Vehicle key control Policy.

Issuance of Keys –

Managers will be responsible for reviewing and approving employee key requests and/or lock changes.

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Recoring/Rekeying –

In order to receive a new key, the old key must be exchanged for the new one. Special coring of an area must be authorized by the department director after consultation with appropriate University departments to determine need, emergency access, etc.

Return of Keys –

When an employee leaves employment, retires, transfers departments, is terminated or changes assignments, the issued keys must be returned. All keys must be returned to the Department of Facilities Management.

Temporary Key Use –

Job specific keys can be checked out from the Lock Shop on an as needed basis. For example: If your duties do not require you to access the residence halls weekly you will need to check these keys out for each job instance. A key checkout time frame (day, week...) will be approved by the employee's manager as appropriate for each job need. Temporary keys should not be issued for periods extending beyond two weeks. If a key is needed for longer periods the key should be added to the employee record using the regular issuance process and a key return due date entered into the KeyStone 600 system.

Contractors and vendors will be issued temporary keys or keycards for necessary construction and maintenance access. The contractor's representative to whom the keys are issued must present picture identification (a driver's license or state identification card with picture) and sign for all keys issued. The contractors will abide by all conditions of this Access Control Action Plan, and must wear proper identification badges on outer garments while working on university property.

Lost, Stolen or Damaged Keys –

Lost key fees will be charged to the department for which the employee works, as follows:

Single key replacement or loss.....	\$10.00 per door affected
Sub-Master key replacement or loss.....	\$125
Master key replacement or loss.....	\$250
Grand Master key replacement or loss.....	\$500 for buildings with over 50 doors or \$10.00 per door affected, whichever is greater.

Stolen keys must be reported to the University Police and DFM immediately. A detailed report to Campus Police concerning the circumstances of the theft must be made. An e-mail will then be sent to DFM requesting the issuance of a replacement key. The Director of DFM will determine if the key charge is applicable based on the facts of the individual case.

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If a key is broken or damaged, the remnants will be returned to the DFM Lock Shop. If the key is broken off in the lock, it must be reported to DFM without delay. A new key will be issued after the damage is verified. A key request form will be completed for the replacement of the damaged/broken key.

Access Action Plan Violations –

The following acts are examples of, but not limited to, violations of the Access Action Plan:

- Loaning keys
- Transfer of keys without authorization
- Unauthorized duplication of keys
- Altering keys, locks or mechanisms
- Damaging, tampering or vandalizing any university lock or hardware
- Propping open secure doors
- Admitting unauthorized person(s) into the building
- Failure to return a key when requested by DFM, the issuing department, or upon leaving the employment of the university.

- Failure to report missing key(s) or keycard (s)

Violation of the above mentioned items will result in disciplinary action up to and including termination.

Employee Signature _____ Date _____

Supervisors Signature _____ Date _____

CONTRACTOR/VENDOR KEY AGREEMENT FORM

Conditions:

- a) The contractor's representative to whom the keys are issued must present picture identification (A driver's license or state identification card with picture.) and sign for all keys issued. The contractors will abide by all conditions of this Access Control Action Plan, and must wear proper identification badges on outer garments while working on university property
- b) Keys/Access cards shall not be duplicated.
- c) Keys/Access cards shall not be hidden outside the area accessed by the key.
- d) Keys/Access cards shall not be left in lock cylinders, even for a moment. Once a door is opened, the key shall be removed from the cylinder and re-secured by the key holder.
- e) Keys/Access cards shall not be loaned.
- f) Keys/Access cards shall be used for official University authorized business only.
- g) A lost key/Access card will be reported immediately to the University Lock Shop, University Police and the University project coordinator.
- h) All keys shall be returned on the date agreed upon. Return date may be extended in person by coming to the University Lock Shop and signing the agreement extension.

FEE SCHEDULE FOR LOST/DAMAGED KEYS:

- a) A damaged key returned to the University Lock Shop for replacement - \$10.00
- b) Single door key replacement - \$20.00 per door affected
- c) Sub-Master key replacement - \$250.00 + \$20.00 per door affected
- d) Master key replacement - \$1000.00 + \$20.00 per door affected
- e) Grand Master key replacement - \$5000.00 + \$20.00 per door affected

*****Any keys not returned by the due date will be considered lost and subject to billing according to the above schedule. Billing is shown per key. Each key that is lost will incur a cost subject to billing.***

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By signing, I agree to the conditions outlined in this form and I am authorized by
(company name) _____
as an authorized agent to form this as a binding agreement between Western Kentucky
University and the above entered company.


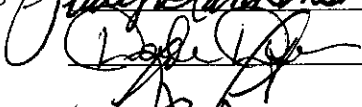
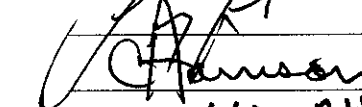
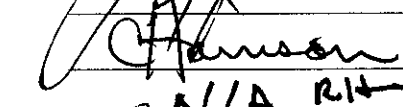
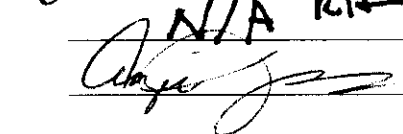
Company Authorized Agent _____ Date _____


Contact Numbers: Office: _____ Cell: _____

WKU Lock Shop Agent _____ Date _____

WKU Project Coordinator _____ Date _____

As the DFM Leadership Team, our signatures below signify that we have reviewed
the DFM Access Control Action Plan, and recommend its approval and implementation.

Judy Blankenship		Date: 12/1/08
Dale Dyer		Date: 10/28/08
Greg Fear		Date: 10/29/08
Charles Harrison		Date: 10-28-08
Rodney Hull	N/A RH	Date: 12/08/08
Angie Jackson		Date: 10/28/08

Approved by: 
By: _____ Date: 12/08/08
Robert Ware, Director
Department of Facilities Management

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