



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### HSCEP OP: 61.24, Control of Keys to Facilities

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to help protect the life, property and security of our facilities and all its occupants. It serves as a framework by which all keys will be managed, accounted for, issued, duplicated, stored, controlled, returned and replaced. This policy seeks to establish a recorded chain of accountability and access for all key holders, and locations. The policy also seeks to implement a proper key process and then preserve it by restoring security in a timely manner whenever key control has been compromised.

**REVIEW:** This HSCEP OP will be reviewed on September 1 of every fourth year (E4Y) by the Senior Director of Facilities Operations and Maintenance - Physical Plant, the Senior Director of Business Services- Physical Plant and the Managing Director for Physical Plant and Support Services (MDPPSS), the Chief of Police or designees, with recommendation for revisions submitted to the Chief Operating Officer (COO) or designee by October 15.

### POLICY/PROCEDURE:

#### 1. Campus Manager.

**El Paso:** Physical Plant/Facilities Operations and Maintenance

#### 2. General Policy.

A TTUHSCEP key is any keying device which allows access to an office, laboratory, classroom, or any other space within facilities under the control of TTUHSCEP, including the space leased by University Medical Center, as may be issued to an individual by the departments listed in Section 1. HSCEP keys are considered to be property of the State of Texas. Keys are issued to an individual and are for his/her exclusive use. Defacing, marking, altering, duplicating, loaning, or selling of any key is prohibited.

This HSCEP OP applies only to building keys. Department heads shall maintain control of keys for departmental equipment, files, desks, etc. Charges for materials and labor will be the responsibility of the requesting department.

The control of all building keys for the TTUHSCEP campus (with the exception of card access and fobs, which fall under the responsibility of the Texas Tech Police Department (TTPD) and the Chief of Police) will be the responsibility of the Senior Director of Facilities Operations and Maintenance.

#### 3. Request for Issuance of Keys.

Academic chairpersons, administrative heads or their designees will determine which keys should be issued to employees or students under their jurisdiction. Keys will be issued to areas under the control of the requesting department only. Keys to another department's area must be authorized by the department in control of that area.

When a **Key Requisition Form** (Attachment "A" for the El Paso Campus) is delivered to the

**Campus Key Manager**, the form shall be as complete and as accurate as possible and signed by the appropriate key authorizer(s). The **Campus Key Manager** shall maintain a database with names and signatures of all key authorizers. Departmental key authorizers may generate work orders to repin cylinders in their respective departments. Key authorizers may be added or deleted with the **Authorizing Signatures for Key Issuance** form (Attachment "G").

A separate **Key Requisition Form** is required for each individual requesting keys.

#### 4. **Issuance of Keys.**

The individual requesting the key shall present the appropriate **Key Requisition Form** to:

El Paso:                      Facilities Ops & Maint.                      Mon. – Fri.                      8:00am – 5:00pm

Upon receipt of a completed **Requisition Form**, the FOM department will issue key(s) directly to the individual named on the form upon presentation of his/her valid driver's license or valid identification card with a picture. Keys will not be issued to anyone except the individual named on the form.

Each person may be required to complete and sign a **Key Holder Card** (Attachment C) upon receipt of his or her key. The managing campus department will maintain a file or database of all **Key Holder Card** (s).

An officer of the Police department may confiscate keys that are not officially and properly issued to a person.

The Senior Director of FOM or designee must approve the issuance of duplicate keys to any individual.

It is a department or division's responsibility to maintain records on keys distributed to their employees and students and to ensure timely and proper return of the keys prior to separation by the employee or student.

#### 5. **Issuance of Card Access Keys.**

The TTPD in Lubbock and the managing departments at the other campuses shall manage the issuance of card access keys. Requests for card access are administered in accordance with HSCEP OP 76.02.

#### 6. **Returning Keys.**

All keys issued by TTUHSCEP shall be returned to the managing campus department upon:  
Reassignment of departmental space, or

Determination that the key is no longer needed by the employee or student due to a change in employment or status with the HSCEP, or

Upon transfer by the employee or student to another department or division, or

Upon separation from the institution by either an employee or a student

If a person is separating from TTUHSCEP or no longer needs a key, the chairman, the administrator or his/her designee shall direct the individual to take their key(s) to their **Campus Key Manager**. The individual's **Key Holder Card** (Attachment "E") will be updated and a **Receipt for Return of Keys** form (Attachment "C" for Lubbock campuses and Attachment "D" for other campuses) will be sent to the departmental key authorizer.

TTUHSCEP departments and divisions should routinely verify their key distribution records with their **Campus Key Manager**.

## **7. Lost or Stolen Key.**

Lost key(s) should be reported immediately to the campus Police, to the managing campus department, and to the department and/or division head. **Lost or Stolen Keys** form (Attachment "F") will be completed and the **Key Holder Card** updated.

Replacement keys will be issued in accordance with the procedures outlined for the issuance of keys.

The department or division head, in consultation with the Chief of Police or CFOFA will determine after a risk assessment, whether or not to rekey the affected area. The department may be charged for any required rekeying; however, charging the person responsible for the loss of the key, if through their own negligence, will be at the discretion of the campus administration.

## **8. Master Keys.**

There are multi-levels of keys and multi-keyways in a key system. There are many names and symbols for different levels of keys. It is a common practice to use blind code numbers for keys and to utilize restricted keyways to reduce unrestricted duplications.

Departmental change keys are on the lowest level and are the keys that generally open a minimal number of doors. There are multi-levels of departmental submaster and master keys which open a number of doors keyed to different change keys. Some submaster and master keys are on multi-keyways which increase the number of available keys for a departmental/divisional key system. Building/Grand Master Keys are at the top of a key system and their issuance is limited to essential personnel. Departmental key authorizers may authorize the issuance of departmental change keys, submaster key and master keys.

Only the President, the COO or the Dean may authorize the issuance of Building/Grand Master Keys.

Exterior doors are usually on the Building/Grand Master Key and should be controlled by the Police/Security Department or the COO.

## **9. Maintaining Key Control.**

Under the supervision of the MDPPSS or designees, shall maintain strict control and audits of all keys – both cut and uncut.

Each HSCEP key shall be permanently stamped with an identification code and a number which serves to identify the individual to whom the key has been issued. Each key will have a unique set of identification numbers to facilitate subsequent control and security.

The procurement of keys and locks for new construction and remodeled areas on all TTUHSCEP campuses will be done typically within a construction or renovation project or in accordance with recommendations from the MDPPSS, the Senior Director of FOM, the Locksmith Foreman.

All keys and cylinders to new construction or remodeled areas will be received from the contractors or vendors by the TTUHSCEP Physical Plant/Lock shop personnel or the respective managing department at the campuses.

All locks shall be installed by the contractor / vendor under the direction of the appropriate

managing department.

Departments and divisions are specifically prohibited from reassigning, reissuing or storing unassigned keys (refer to paragraph 6).

Departments and divisions should report to the managing campus department all key holders who are terminated or transferred to another department or activity. The report should be in written form.

10. **Rekeying.**

All requests for rekeying of an office, laboratory, area or space should be submitted to Physical Plant/Work Control Office managing department in written form, with the requesting department's account number. All requests shall be signed by the department or division head in accordance with Section 3 above.

The MDPPSS, the Senior Director of FOM , or COO or designee will coordinate all re-keying between the requesting department and FOM.

11. **Reproduction of Keys.**

Keys issued by TTUHSCEP are the property of TTUHSCEP and are for the exclusive use of the person to whom they are issued. They are not to be borrowed, loaned, rented or sold. **DUPLICATION OF A KEY IS STRICTLY PROHIBITED.** All keys should be returned to the appropriate managing campus department at the end of the key holder's employment appointment or upon a change of room or space assignment. Under no circumstances shall keys be passed on from one employee to the next.

**Attachments:**

- A. Key Requisition Form – TTUHSCEP Campus – Submittable on-line
- B. Receipt for the Return of Keys – TTUHSCEP Campus
- C. Key Holder Card
- D. Lost or Stolen Keys
- E. Authorizing Signatures for Key Issuance – Submittable on-line

**Note:** Unless noted all forms will be hand-delivered to Campus Manager