



# 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 (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to ensure that keys are issued only to appropriate persons and for appropriate reasons; to control security and access to the facilities; and to maintain control of keys issued to employees.

**REVIEW:** This HSCEP OP will be reviewed on September 1 of every even number year by the Senior Director of Physical Plant Business Services (PPBS), the Managing Director for Physical Plant and Support Services (MDPPSS), the Police Captain, and chief operating officer (COO) or designee.

### **POLICY/PROCEDURE:**

#### **I. Definitions**

- A. Key Control Manager - Senior director of PPBS or designee.
- B. Key Warden Cabinet – Secured cabinet that will host master and sub master keys for the purpose of loaning of keys on a temporary basis for a limited amount of time, not to exceed 24 hours.
- C. Bitting - The numbers which represent the dimensions of the key cuts and the actual cut(s) or combination of a key.
- D. Master Key (MK) - MK is a higher level key that typically will open any lock within a building or section of a building.

#### **II. General Policy**

TTUHSC El Paso 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. Keys issued by TTUHSC El Paso are the property of TTUHSC El Paso 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 or appointment or upon a change of room or space assignment. Under no circumstances shall keys be passed on from one employee to the next. Departments and divisions are specifically prohibited from reassigning, reissuing or storing unassigned keys. Departments and divisions should report to the Key Control Manager all key holders who are terminated or transferred to another department or activity. The report should be in written form.

This HSCEP OP applies only to building and room keys. Department heads shall maintain control of keys for departmental equipment, files, desks, etc. Charges for materials and labor for keys and/or locks will be the responsibility of the requesting department. Access cards are not included in this policy but rather in HSCEP OP 61.25.

### **III. Issuance of Keys**

- A. Authorization – Academic chairpersons, department heads, division chiefs or their designees will determine which keys should be issued to employees or students under their jurisdiction to areas under their control.
- B. Request for Issuance of Keys - All requests will be submitted using the Check Request Form, see Attachment A. Once the form is fully completed and approved, it will be submitted to the Key Control Manager.
- C. PPBS is responsible for verifying, recording and documenting key approval.
- D. Key holder will be notified by PPBS after key issuance approval so that he/she can make arrangements to pick up the key from the Key Control Manager.
- E. Key Control Manager will only issue a key to the key holder by verifying identity using TTUHSC El Paso issued ID badges.
- F. PPBS will ensure key inventory is updated after each issuance or return of a key.

### **IV. Returning Keys**

When an employee no longer needs a key -- either through termination with the Institution or change of job function -- the key should be returned to the Key Control Manager. The Key Control Manager will update the key inventory and place key in the key warden cabinet. A report of key inventory changes will be provided to the Office of Physical Plant and Support Services on a monthly basis. The individual departments are responsible for non-returned keys of employees under their jurisdiction. The department will be responsible for any rekeying cost resulting from non-returned keys.

### **V. Lost or Stolen Key**

Lost key(s) will be reported immediately to the TTUHSC El Paso Police Department. A Key Request Form (Attachment A) will be completed by the department or division head and sent to the Key Control Manager. Key records will be immediately updated by the Key Control Manager.

Replacement keys will be issued in accordance with the procedures outlined in Section III.

The department or division head, in consultation with the chief of police, will determine whether or not to rekey the affected area. The department will 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 CFO.

### **VI. Master Keys**

Master keys will not be issued to individuals without approval of the president and CFO. Master keys will not be taken off campus due to the risk created by losing a key and the cost to rekey the locks associated with the keys.

Instead of issuing master keys to individuals, key warden cabinets will be used to store master level keys to secure and track their usage. Employees not returning master keys by the end of their work day will be subject to disciplinary actions. Exceptions can only be approved by the president and CFO. Request for access to key warden cabinets will require a completed and approved Key Warden Request Form, see Attachment B.

## VII. Segregation of Duties

Segregation of duties in creation, issuance, and distribution of keys shall be maintained in the following manner.

### A. Key Control Manager

1. Enters and records doors, locks and bitting code information in WebTMA.
2. Provides monthly reports on unreturned keys to Office of Physical Plant and Support Services.
3. Receives and process key requests.
4. Responsible for controlling the inventory of cut keys, blank keys, cylinders, and shift keys.
5. Responsible for controlling the access to inventory of master, building master and sub master level keys.
6. Receives keys and cylinders from manufacturer and securely stores them in key safe.
7. Updates and maintains WebTMA key inventory for keys issued or returned.
8. Configures access to key warden cabinets.
9. Provides key blanks and key cylinders to Facilities Operation and Maintenance locksmith, and receives back cut keys to place into inventory.
10. Provides all necessary keys (Including master and sub master) to Facilities Operation and Maintenance locksmith to verify proper operation of hardware.
11. Issues and distributes keys to individual key holders.
12. Upon assignment of bittings and key codes by locksmith to doors in new construction/remodel projects, ensure recording in WebTMA.

### B. Locksmith (Facilities Operation and Maintenance)

1. Maintains the control over the key cutting hardware and is responsible for cutting keys and pinning cylinders.
2. Installs cylinders and verifies door hardware is operational.
3. Assign bittings and key codes to doors in new construction/remodel projects.

### C. Managing Director of Office of Physical Plant and Support Services - Responsible for processing all purchase requests for new keys, key blanks, cylinders, other key management system components and bittings. His/her role is to ensure the items ordered meet the design requirements for the institution's key management system. The delivery of the ordered components should be directed to the individual that is authorized by this policy so to maintain the separation of controls

## **VIII. Maintaining Key Control**

The Key Control Manager shall maintain strict inventory control and audits of all keys – both cut and uncut.

The Key Control Manager will stamp all TTUHSC El Paso keys permanently with an identification code and serialized 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 TTUHSC El Paso campuses will be done within a construction or renovation project or in accordance with HSCEP OP 61.02 and this policy.

All keys and cylinders to new construction or remodeled areas will be received from the contractors or vendors by the Key Control Manager. All locks shall be installed by the contractor / vendor and/or Facilities Operation and Maintenance locksmith.

## **IX. Leased Space**

Space leased from a third party will follow this policy unless landlord requirements restrict the key system to their specifications. Then only the relevant portions of this policy will be enforced regarding the issuance of keys to authorized employees, restriction for master keys, and controls on handling key inventories.

### **Attachments:**

HSCEP OP 61.24a, Key Request Form – TTUHSC El Paso Campus

HSCEP OP 61.24b, Key Warden Request Form – TTUHSC El Paso Campus