



Campus Administrative Policy

Policy Title: **Key Policy**

Policy Number: 3087 Functional Area: Facilities

Effective: January 1, 2017
Date Last Amended/Reviewed: January 1, 2017
Date Scheduled for Review: July 1, 2024
Supersedes: Key Policy, (Facilities Management, OPP: 101-300)

Approved by: Donald M. Elliman, Jr
 Chancellor, University of Colorado Anschutz Medical Campus
 Michelle Marks
 Chancellor, University of Colorado Denver

Prepared by: Facilities Management
Reviewing Office: Executive Vice Chancellor for Administration and Finance |
 CFO, University of Colorado Anschutz Medical Campus
 Senior Vice Chancellor for Administration and Finance |
 CFO, University of Colorado Denver

Responsible Officer: Executive Vice Chancellor for Administration and Finance |
 CFO, University of Colorado Anschutz Medical Campus
 Senior Vice Chancellor for Administration and Finance |
 CFO, University of Colorado Denver

Applies to: CU Anschutz
 CU Denver

A. INTRODUCTION

The purpose of this policy is to establish procedures and responsibilities for the purchasing, installation, maintenance, control and security of cylinder cores and keys in order to maintain acceptable security levels for University of Colorado Denver | Anschutz Medical Campus (“the university”) facilities, and educational and research assets.

B. DEFINITIONS

“Authorized Employee” is defined as the Facilities Management Department locksmith. The Facilities Management Department locksmith is authorized to delegate the purchase, installation, and control of the proprietary locks and keys to an appropriate vendor trained, certified, and bonded in the state for security systems.

“University Key” is any key that allows the entrance to any facility space under the jurisdiction of the university. The university key is the property of the university subject to recall or modification, as appropriate. Exceptions to the policy are keys that allow access to department or program equipment, files, desks, lockers, etc.

“Access Control Card” is an electronic key serving the same purpose as cut university keys but one that is issued with unique permissions to enter certain doors for specified timeframes. The electronic key is the property of the university subject to recall or modification, as appropriate. It may also be used and known as the employee identification badge. The access control card is managed and handled through University Police Electronic Security Division and is managed by the Facilities Management Department at the Anschutz Medical Campus.

C. POLICY STATEMENT

1. All keys, locks and cores must comply with university standards. These standards are reviewed and approved by the Facilities Management Department through the Facilities Projects division for all university facilities.
2. Best or Schlage are the preferred brands for keys to leased property dependent on location and proximity to the campus and where economically feasible. The Facilities Management Department locksmith should be consulted for all lock and key decisions.
3. Management and installation of the cores and cylinders is the responsibility of the Facilities Management Department. For major projects under the management of Facilities Projects, the Facilities Management Department will retain oversight and consulting responsibility.
4. Exterior door keys are restricted to emergency and security personnel only. These keys require specific approval from the director of electronic security and the Facilities Management Department director of building maintenance and operations.

D. PROCESS

1. The Facilities Management Department is charged with the responsibility for all cylinder cores, coding, pinning, key cutting, installation, data record control, housing of inventory, maintenance of the security of codes and pins, and key issuance and return for building doors and building equipment access keys and components.

2. Issuance of Keys

- a. Departmental master and individual room keys. A completed and approved Facilities Management Department key request form must be submitted to the Facilities Management Department to request keys. (see http://www.ucdenver.edu/about/departments/FacilitiesManagement/Documents/FM_Forms/KeyRequestForm.pdf). A separate form is required for each individual requesting a key(s). Each form requires the signature of the employee and their employee ID number as well as the signature of the departmental administrator, division head, department chair, or higher authority approving the key request and a departmental speed type. It is the responsibility of the requesting department to assure compliance. All individuals must pick up his/her key(s) in person. At that time, they will be given a statement explaining their responsibilities regarding keys and sign a statement declaring that they have read, understand, and will comply with the key control fiscal policy. They must produce a valid university access control card or other government issued identification for receipt of their key(s).
- b. Keys for hazardous areas. In addition to the requirement for completion of a *Facilities Management Department Key Request Form*, a *Restricted Key Request Form – Level 1* must be completed, which includes a written explanation of why the key is required. In addition to the signatures of the employee and departmental approver, the *Restricted Key Request Form - Level 1* also requires the signatures of all department approvers occupying the floor or area, the director of electronic security, and the Facilities Management Department director of building maintenance and operations. All persons signing the request form are responsible for compliance with the policy.
- c. Keys for high security areas. i.e. pharmacies. select agents and select radioactive storage. In addition to the requirement for completion of a *Facilities Management Department Key Request Form*, a *Restricted Key Request Form - Level 2* must be completed which includes a written explanation of why the key is required. In addition to the signatures of the employee and departmental approver, the *Restricted Key Request Form - Level 2* also requires the signatures of the director of environmental health and safety, and the director of electronic security. All persons signing the request form are responsible for compliance with the policy. Approval may require the requester to submit to a Colorado and/or Federal background check.
- d. Keys for animal areas - In addition to the requirement for completion of a *Facilities Management Department Key Request Form*, a *Restricted Key Request Form - Level 2* must be completed which includes a written explanation of why the key is required. In addition to the signatures of the employee and departmental approver, the *Restricted Key Request Form - Level 2* also requires the signatures of the OLAR representative. All persons signing the request form are responsible for compliance with the policy.

Approval may require the requester to submit to a Colorado and/or Federal background check.

- e. Key requests for non-university employees and students - The procedure is the same as Section 2.b. Keys for non-university employees and students will be issued to the department approver. Keys for areas under construction will be issued to the appropriate Facilities Projects project manager. The department will be responsible for returning these keys to the Facilities Management Department. Facilities Management will assign a check-in date and audit these keys periodically. The requesting Department will be responsible for any charges assessed for areas requiring re-keying based on the check-in and audit outcome.

3. Return of Keys

- a. Employees transferring within the university departments to another university department. Employees transferring to another university department will return their issued keys to the Facilities Management Department and will request new keys as needed. The department the employee transferred from is responsible for keys not returned upon transfer.
- b. Keys of terminating faculty, staff, and students. Terminating staff, faculty and students are required to return keys before final separation. The department is responsible for keys of employees who fail to return them to Facilities Management and the department speed type on file will be assessed appropriate charges. The Facilities Management Department will routinely review the university's separation lists and advise departments of keys that have not been returned and advise that the area in which the keys are unaccounted for is now considered a security risk.

4. Lost, stolen, or non-returned keys

- a. Stolen keys must be reported immediately to the University Police who will complete an incident report. The University Police will then investigate the circumstances and recommend appropriate action to insure area security.
- b. Lost and unreturned keys must be reported to Facilities Management Department locksmith and the affected department. The Facilities Management Department and the appropriate department will then investigate the circumstances and recommend appropriate action to insure area security. The responsible individual or department may be charged a fee for each lost or stolen key. The responsible individual or department must pay the fee, if applicable, prior to being issued a replacement key(s) or prior to separation. If an area is required to be re-keyed/re-programmed due to the loss, theft or non-return of a key, the department responsible for the loss will be responsible for all expenses incurred.

5. Property Declaration

All keys defined in Section IV.B are the property of the State of Colorado and the university and entrusted to employees for their exclusive use. Loaning, defacing, altering, duplicating, transferring, or selling of a key, cylinder, or core is prohibited. Duplication or alteration of a key or cylinder by anyone other than the university locksmith is strictly prohibited and may be prosecuted as a criminal offense under Colorado statute 18-5-113 or other appropriate statute.

Notes

1. Dates of official enactment and amendments:
January 1, 2017: Adopted/Approved by the CU Denver and CU Anschutz Chancellor
2. History:
Adopted as formal campus policy 4/1/21; formerly adopted as a Facilities Management Policy
3. Initial Policy Effective Date: January 1, 2017
4. Cross References/Appendix:
 - Colorado Revised Statutes: 118-5-113
 - Board of Regents Article 14, Property and Facilities