



UNC – LOCK AND KEY POLICY

1.1 Scope

The intent of this policy is to centralize the responsibility for maintaining, issuing and controlling all keys and locking systems on campus. Policy includes standard metal keys as well as encoded identification card keys.

An effective physical security (access control) program protects the University's physical assets and personnel against loss or harm, such as theft, vandalism, civil disturbances and sabotage. In addition, access needs for effective Facilities Management are maintained, including emergency access to secured areas.

1.2 Authority

The Sr. Vice President for Finance and Administration is responsible for the implementation and enforcement of an access control program for all University facilities. This program includes but is not limited to: Authorization, distribution, control, maintenance and operational procedures.

A. Locks:

The Department of Facilities Management is responsible for hardware specifications, installation and maintenance of all University locking systems. This excludes individual departmental property and equipment locks that do not limit access for safety and maintenance purposes. ie: desks, file cabinets, casework. Exceptions require written approval of the Sr. Vice President or their designee.

B. Keys

Each Vice President or Dean is responsible for key / card key issuance authority for departments within their area of responsibility. Delegation of this authority must be in writing and on file with the Department of Facilities Management. When an authorization will give access to more than one departments assigned area, additional authorizations may be necessary.

Authorization for issuance of building master keys may not be delegated.

A list of all authorized signatures will be maintained in the Facilities Management office. The Vice Presidents and Deans will be asked to update the lists of authorized personnel as staffing changes occur in their areas.

1.3 Description

- A. A hierarchal type master key system is used for physical security at UNC. In addition an electronic card access system is in use in several campus buildings.
- B. The effectiveness of this system is dependant on continuous management control and the restriction of the number and type of keys issued, based solely on a definable need for access. Overall security considerations dictate that the issuance of keys be restricted. Officials authorizing the issuance of keys should carefully determine that an individual demonstrates a real need to have a specific key. Requests for master keys must be justified by the requesting department and authorized by the Dean or appropriate Vice President.

It is the responsibility of each key holder to maintain the security for all UNC keys in their possession. This includes storing all keys in a safe or other secure location when not in use.

Keys are not transferrable and should not be loaned to coworkers.

Key holders shall observe the scheduled hours or the building or area they have authorization to access. Unlocking buildings / rooms or propping doors during normally closed hours is strictly prohibited.

All persons issued University keys shall be held responsible and accountable for keys issued to them. The loss of a key may result in the re-keying of a portion of the campus at the expense of the authorizing department or the individual to whom the key was issued.

- C. Personal locks shall not be installed in any University facility without approval from the Assistant Vice President for Facilities Management. If a request is granted, a key for the lock must be kept on file with Facilities Management.
- D. Key Issuance Procedures:
 - 1. Keys will be issued at the Department of Facilities Management offices in Parsons Hall. The office is open during regular University hours, Monday through Friday.
 - 2. New Keys / Card Access

Keys/Card Access will be issued only upon submission of a completed key request card with an authorized signature, A separate key request card is required for each key. Key request cards are available from Facilities Management.

Only the individual authorized by the key request card may pick up a key, Photo identification will need to be presented when picking up keys.

3. Key Control

Operational key sets may be assigned to allow certain employees access to assigned work areas ie: Custodial and Maintenance staff, Information Services technicians and UNC Police officers.

Operational key sets are to remain on campus in a secure location except sets issued to those individuals listed on the emergency on call schedule and their supervisors. Operational key sets are authorized by the Sr. Vice President or the Assistant Vice President for Facilities Management.

Service key sets may be provided for other than UNC employees under approved conditions including: construction contractors, service contractors and local utility company representatives. Service key sets will be checked in and out daily from the Facilities Management Service Center. In some cases, a lock box will be issued to contractors with an on-going need for access to keys.

Arrangements must be made to keep service sets in a secure location on campus while not in use. Service key sets are authorized by the Sr. Vice President or the Assistant Vice President for Facilities Management.

4. Replacement Keys

Broken keys – A new key will be issued upon presentation of the broken key at the Facilities Management office.

Lost/stolen keys – Lost/stolen keys shall be immediately reported to the UNC Police Department, Facilities Management and the authorizing department. A formal police report will be taken and all parties will work cooperatively to recover the missing keys as soon as possible.

Replacement keys will be issued upon: Presentation of a properly authorized key request card and completion of a lost key report.

5. Duplication of keys

It is a serious violation to have any University key duplicated or fabricated except by the Facilities Management lock shop. Violators may be criminally and / or civilly prosecuted. University keys are state property and may be recovered at any time.

6. Transferring or Loaning

Key transfers or loaning / borrowing between parties is not permitted. To ensure effective records, keys must be returned to Facilities Management

prior to being reissued. The issuance of a key can only be done through the use of a key request card. An individual who loans a key without prior written authorization becomes directly liable for misuse or loss of the key by a third party.

F. Key Return Procedures

Keys shall be returned to Facilities Management immediately upon:

- a. Termination of employment
- b. Resignation
- c. Changes in access needs

Failure to comply will result in withholding the last paycheck, and / or records, grades and transcripts.

The Human Resources Department shall be responsible for verifying the return of all keys of individuals requiring the exit interview process.

G. Restricted Access Lock Systems

1. Restricted access lock systems may be warranted to obtain a higher degree of security for certain high risk areas such as records and confidential store rooms, supply and equipment rooms, areas where money, chemicals, drugs or food are stored.
2. Departments with need for restricted access should contact Facilities Management in writing to request a high security, proprietary locking system.
3. Information on approved systems will be kept on record at Facilities Management and the UNC Police Department.
4. These areas will not receive normal maintenance and custodial services except as scheduled to allow proper supervision by the requesting department.

H. Key Audits

1. Key audits may be requested by a Dean/Director or the officials of the Administration, should security of an area be compromised.
2. Periodically each year, reports will be provided to the Vice Presidents and Deans indicating all persons who have been delegated to authorize key issuance.
3. Additional reports regarding building master keys, lost keys and list of active keys will be provided to the Vice President for Administration annually.