

Policy Name: **Key Control**
Policy Number: FS-016
Version Number: 2.0
Effective Date: July 1, 2020
Responsible University Official: Vice President-Facilities Services

1.0 INTRODUCTION

1.1 The policy is to provide information for the administration of University issued keys.

2.0 PURPOSE

2.1 The intention of this policy is to provide access control guidelines and procedures for the acquisition and administration of all University keys. This policy applies to all University owned properties or leased properties.

3.0 SCOPE

3.1 This policy applies to students, faculty, staff, visitors, and contractors working for Saint Louis University.

4.0 DEFINITIONS

- 4.1 **Grand Master Keys:** Allows access into many different buildings within the university.
- 4.2 **Building Master Keys:** Allows access to all doors into, and within a single building.
- 4.3 **Department Master Keys:** Allows access to all rooms within a departmental area.
- 4.4 **Department Sub-Master Keys:** Allows access to limited areas within a single department.
- 4.5 **Building Entrance Keys:** Allows access into a specific building.
- 4.6 **Operating Level Keys:** Allows access to a single individual room.
- 4.7 **Maintenance Master / Facilities Keys:** Keying system, with sub levels that allow access to areas such as mechanical rooms, custodial closets, pipe chases, and electrical rooms.
- 4.8 **Replacement Keys:** Any key issued to replace a lost or stolen key.

5.0 POLICY

5.1 It is the policy of Facilities Management to establish and follow specific guidelines for the approval, issue and documentation of keys.

6.0 PROCEDURE

6.1 Key Approval: All Key requests are approved through the following authority:

Key Type	Approving Authority
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A. Grand Master	Vice President of Facilities Management
B. Building Master	Assistant Director of Facilities Management
C. Department Master	Dean or Department Head, and Assistant Director of Facilities Management
D. Department Sub Master	Department Head and Assistant Director of Facilities Management
E. Building Entrance	Department Head and Assistant Director of Facilities Management
F. Operating Level	Department Head and Key Control Supervisor
G. Replacement Keys	Per Authority as required by type of key
H. Maintenance Master	Assistant Director of Facilities Management

6.2 Key Requests: All building keys will be issued by Facilities Management, upon receipt of a properly completed work order through FM:Interact and submittal of an Internal Service Delivery (ISD), through Workday based on the fee schedule in section 6.4.

6.3 Key Issuance:

1. Keys are the property of Saint Louis University.
2. Keys will only be issued to individuals who have submitted a key request work order and an ISD with the necessary approving signatures
3. Departments are financially responsible for the costs of key issuance and loss.
4. Departments cannot make any key changes on their own, and will be assessed the costs to correct whatever changes are required
5. Keys will not be loaned or transferred without proper authority and documentation
6. Keys may not be duplicated under any circumstances. Attempting to duplicate or tamper with keys may result in loss of privilege and/or criminal charges being filed.
7. Keys must be returned to Facilities Management upon leaving employment, or at the end of the individual's need for the key.
8. Any keys that are lost or stolen must be reported immediately to Facilities Management 977-2955. Charges for replacement of keys, re-keying, and any emergency related labor or material will be assessed to the department.
9. Human Resources will collect University issued keys during the separation process before the final check can be issued to the departing employee.

6.4 Fee Schedule: An approved ISD must be submitted to Facilities Management before a key is issued.

Fees:

Key Issue - \$10.00 per Key*

Core Change (includes two keys) - \$30.00*

Replacement costs for locks or deadbolts vary depending on the lock function. These requests should be made to Facilities Management.

*Costs as of July 2021

6.5 Issuing Authority: Each Department will appoint a Key Control Officer who will coordinate key control with Facilities Management, and maintain any record required by

the department. It is the responsibility of the Key Control Officer to submit the key request form with the proper authorizing signatures. Final approval of the key request will be made by Facilities Management based on demonstrated need and coordinated with the Key Control Officer.

- 6.6 Other Policies and procedures related to key control at Saint Louis University can be found at the SLU Facilities Management website Keys/Locksmith heading at slu.edu/facilities.

7.0 POLICY VIOLATION

- 7.1 Alleged violations of this policy will be reported to the Vice President of Facilities Service. Proven violations will be pursued in accordance with the policies of the University Staff Handbook.

8.0 POLICY APPROVALS

- 8.1 Vice President, Facilities Services

Michael Lucido

Date