University of Connecticut
Stamford Campus
Key and Lock Procedures

August 15, 2014

TO: UConn Stamford Faculty and Staff
FROM: Sharon J. White and Jeffrey R. DeWitt
RE: UConn-Stamford Keys and Locks

Title: UConn-Stamford Web Site Business Practices
Author: Director's Office
Effective Date: August 15, 2014
Applies To: Staff, Faculty, Users
Last Reviewed: August 14, 2014
Description: Policy for maintaining the keys and locks for the campus
Contact for More Information: Associate Campus Director
Contact Telephone: (203) 251-8405

Purpose: To provide procedures for accurate continuity of operations for the administration of the key and lock program for the UConn Stamford Campus to ensure positive control of keys issued and identify the steps in local procedures.

1. Objectives
1a. Achieve maximum security while maintaining reasonable usability of campus facilities.
1b. Maintain strict control of the campus key and lock systems including key duplication and distribution.
1c. Maintain a recorded chain of accountability for all keys issued.

2. General
2a. The Director's office and specifically the Associate Campus Director will maintain a set of keys for every door and lock in the campus building.
2b. Keys to University vehicles, cabinets, lockers, and desks are not covered in this policy.
2c. Other than during normal working hours the campus building will be locked in order to maintain the safety of both the building and its contents.
2d. Any individual entering or leaving the building when it's locked shall be responsible for securing the door and may be held responsible for any loss or damage from failure to do so.
2e. The primary access control to the campus building, both exterior and interior, is provided by a manual key system utilizing various key types to prevent unauthorized key duplication.
2f. All campus door locks shall be keyed within this system. Working with the building users, the Associate Campus Director will determine the keying and issue all keys in conjunction with the designated members of the Director's Staff. No other sources for keys are authorized.
2g. All keys issued remain the property of The University of Connecticut.
2h. The Associate Campus Director will attempt to furnish such keys upon request but there may be a 24-48 business hour delay before keys can be provided.
2i. Offices or agencies may have a need for people other than the key holder to have access such as CJMES or WGSS. The Department Head of those offices or agencies will be required to keep a letter on file in the Welcome Center listing the names and NetIDs of anyone who may be requesting rooms to be open that they would not typically be identified as an occupant of that room. Welcome Center personnel will verify the requester's ID (UConn ID is preferable) against the names on the letter. If the ID matches a name on the letter, the Welcome Center will contact Facilities to open the door for the requester. Any other requests must be approved by the Associate Campus Director or designated staff.

3. Levels of Keys
3a. Grand Master - Director, Associate Campus Director, Facilities, Technology Services, Police
3b. Sub Master (covers a group of doors in one area)
3d. Individual Door Key

4. Responsibilities
4a. Associate Campus Director and/or designated Staff
4a1. Responsible for controlling and maintaining the University's lock and key system, including service equipment.
4a2. Issue keys with proper signed authorization forms and maintaining records of same.
4a3. Maintain a computer database of all keys, locks, and associated building and room numbers that they operate. Maintain database of all master key holders and supply various reports to administrators and key coordinators such as which keys open what doors under their control.
4a4. Audit Grand Master keys as required.
4a5. Restore physical security in a timely manner whenever key control has been compromised.
4a6. Provide education and training in adherence to the key policy and key issuance.
4a7. Prepare all work orders for rekeys and other related conditions requiring a locksmith.
4a8. Coordinate rekeying and repairs with Facilities Director who will be the liaison with the contracted locksmith.
4a9. Before keys are issued, ensure the appropriate approval has been received.
4a10. Contact the key holder for issuance.
4a11. Ensure a receipt is signed and a copy kept on file.

5. Key holders
5a. Protect keys from loss, theft or unauthorized use.
5b. Report lost or stolen keys immediately through the Associate Campus Director (203-251-8405).
5c. Sign for and pick up completed keys promptly.
5d. The holder of a key to any University facility assumes responsibility for the safekeeping of the key and its use.
5e. When leaving a campus building, ensure that all doors are secured as they were upon arrival.
5f. Do not loan, transfer, give possession of, misuse, or alter the keys.
5g. Prior to leaving the University, return keys to the Associate Campus Director or designated staff.

6. Requesting Keys
6a. Key Authorization
6a1. The key holder will send a request via e-mail to their supervisor or director with justification for the need of a key and exact room number.
6a2. The supervisor or director forwards that request via e-mail to the Associate Campus Director.
6a3. When approval for key issuance is received, the key(s) will be withdrawn from the inventory or fabricated and the user notified via e-mail that the order is ready for pick up.
6a4. Grand master keys to the building will be strictly controlled.

7. Lost, Stolen, Un-returned, and Broken Keys
7a. Lost Keys
7a1. Lost keys are to be reported to the Associate Campus Director as soon as possible.
7a2. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.

7b. Stolen Keys
7b1. If a key is stolen it must be immediately reported to Campus Police (203-251-9508)
7b2. A police report must be filed detailing the circumstances of the theft.
7b3. A new key request must be initiated for replacement keys.
7b4. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by stolen keys.

7c. Un-Returned Keys
7c1. It is the responsibility of the authorizing entity to make every effort to secure keys from personnel terminating employment or students leaving the campus. If efforts fail to obtain the keys they should be considered lost.
7c2. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.

7d. Broken or Damaged Keys
7d1. If a key is broken or otherwise damaged the pieces must be returned to Associate Campus Director or designated Staff. If a key is broken off inside a lock or is malfunctioning notify the Associate Campus Director who will coordinate with Facilities.
7d2. A new key will be issued after damage verification. There is no charge for the replacement.

8. Annual Inventory
8a. On or about January 1st of each year, The Associate Campus Director and/or designated Staff will develop and send the list of Grand Master keys to each department for validation.

8b. Each campus agency receiving this list shall complete an inventory and certify that all keys are secured and accounted for.

8c. The inventory/certification must be returned not later than January 31st of each year to the Associate Campus Director.
Date:

Dear Mr. (Ms.) ____________________________________

You are being issued the following key(s):

<table>
<thead>
<tr>
<th>ROOM</th>
<th>TYPE</th>
<th>LENGTH OF TIME</th>
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<tbody>
<tr>
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</tbody>
</table>

Sincerely,

[Signature]

Associate Campus Director

Key Receipt Acknowledgement:

I, the undersigned, acknowledge that I have possession of the above keys. I also agree not to loan, transfer, give possession of, misuse, or alter the above keys. I further agree not to cause, allow, or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of a re-key for the affected areas. I also understand and agree that a repeat offense may result in further disciplinary action being taken against me.

Printed Name: __________________________________________

NetID #: ___________________

Signature: _____________________________________________

Date: _______________