Key Control

Interim Procedure

I. PURPOSE

The purpose of this Key Control Procedure is to establish reasonable personal security for members of the College community and to ensure the protection of personal and College property through the control of keys to buildings, offices, classrooms and other secure areas. The responsibility for implementing this Key Control Procedure is with the Directors of Physical Plant and Public Safety.

II. KEY CONTROL PROCEDURES

1. Physical Plant Department - The Physical Plant department is responsible for the issuance and control of all keys, and for the control and maintenance of lock cylinders. The basic issue/control document will be the Work Order and Key Control form.
2. **Personnel Authorized to Issue Keys** - Issuance of a key will be authorized by a Division Dean or Department Head. The Division Deans and Department Heads will work directly with the Physical Plant Director on key issuance of personnel under their line of Supervision. Issuance of keys will be as needed, with some being on a per semester basis.

3. **Rules Regarding Issuance of Keys** - Keys will be issued to members of the College community or approved Contractor only. Persons receiving a key must be Faculty, Staff member, or an authorized contractor. Faculty/Staff members will be issued keys consistent with their job responsibility, actual need, and the approval of their Department Head or Division Dean; with some being per semester.

4. **Padlock, Peripheral, Lab Cam Locks and Personal Lock Policy** - Keys to the lab cam locks, file cabinet, desk drawers, and personal lockers will remain the responsibility of the person in charge of the area unless specifically restricted because of a special need. In case of an emergency, additional sets of keys will be kept in the Division Dean’s office.

5. **Duplication of Keys** - No key will be duplicated except by approval and control of the Department of Public Safety or Director of Physical Plant. The unauthorized duplication of College keys adversely affects the security of persons and property. Violations of this rule are considered serious and grounds for termination.

6. **Numbering System for Keys** -
   a. An identifying serial number will be stamped on each key. The serial number for each key will not identify a building, location or lock.
   b. Only one key for a specific door will be issued to any one person. Assignment of multiple keys circumvents any system of individual key accountability.

7. **Lost/Stolen Keys** -
   a. Lost or stolen keys must be reported to the Department of Public Safety by the quickest means available. An incident report will be completed and a copy of the report will be forwarded via work order to Physical Plant.
   b. When a key is lost, the locks will be modified to render the current key inoperative. The lock core/cylinder could be replaced in the existing lock.
   c. A new key will be issued to the owner.
   d. Individuals will be considered for replacement cost and disciplinary action on the third loss of a key.
   e. Keys reported stolen:
      1. Individuals who report keys as stolen are expected to file a formal complaint when the theft is resolved.
      2. A new key will not be issued to anyone who was previously assigned a key to the same door unless an incident report is on file with the Department of Public Safety.
8. **Termination, Retirement Separation from the College** - The College requires all keys to be returned to the College Department of Public Safety upon separation, termination, or retirement from the College.

9. **Repair of Locks, Keys, or Door Hardware** - All repairs or additions to any College locking device, key or door hardware will be controlled by the Director of Physical Plant and documented with a numbered work order.

   No campus area may be secured except by a locking device authorized for that area and/or with an operating code compatible with the Campus key system.

   Any person causing an unauthorized repair to a Mountwest lock or key is in violation of Mountwest policies and procedure.
Key Control Form
By signing this form, the recipient agrees to notify the Director of Public Safety if the requested/issued key is lost or stolen, and to follow the Mountwest key procedures.

KEY REQUEST (Please type or Print)

Date: __________________________

Requester Name_____________________________________

Email address_____________________________________

Building requesting keys for __________________________

Requesting 1 key to Room # __________________________

Requesting 1 key to Room # __________________________

Requesting 1 key to Room # __________________________

Requesting 1 key to Room # __________________________

Status (check one):

☐ Faculty ☐ Staff

☐ Visitor from __________________________ Expected Date of Key Return __________________________

☐ External Contractor from __________________________ Expected Date of Key Return __________________________

Dean or Department Head Signature __________________________

Requester Signature __________________________