



KEYS AND CARD ACCESS – PEW CAMPUS

Approved By:	Senior Management Team
Date of Last Revision:	July 31, 2008
Responsible Office/Department:	Pew Campus Operations

Policy Statement

The objective of this key procedure is to define the system of key control at the Robert C. Pew Campus. Issuance of keys for the Pew Campus is the responsibility of Pew Campus Operations. Deans and administrators are urged to maintain a list of keys which persons in their units possess for security and accountability. Issuance and usage of keys is to be in accordance with principles of reasonable security.

Policy & Procedures

Responsibilities

Pew Campus Operations is responsible for:

- Identification codes on keys.
- Issuing and maintaining records of keys.
- Maintenance, repair, and replacement of Pew Campus key and lock hardware.
- Duplication of keys.

Deans, Department Chairs, and Administrators are responsible for:
Approving keys for faculty and/or staff members in their unit.

Key Request Procedures

Access to locked areas of the Pew Campus is based upon need.

Whenever possible, employees will be issued the minimum number of keys at the lowest level that will allow access to their areas of assignment only.

All key requests must be submitted on the KEY REQUEST FORM, which is available on the Pew Campus Operations website.

Information on the KEY REQUEST FORM must be complete with proper signatures (including the supervisor). The form is then forwarded to the Pew Campus Operations, 201C DeVos Center. Incomplete forms will be returned. Proper justification must be provided for anything other than keys to specific doors.

Upon approval, the requestor will receive an email letting them know that the key(s) is ready to be picked up at the Pew Campus Operations Office at 201C, DeVos Center. The key inventory form must be signed by the individual who will use the key. The form is then filed at that time by Pew Campus Operations for record keeping. No keys will be issued without these signatures or to anyone other than the requesting employee.

Under normal circumstances, students and temporary employees will not be issued keys.

Levels of Keys and Issuance

A system of keys ranging from Great Grand Master Keys down to the lowest level of change key is used to satisfy user needs. Pew Campus Operations aims to issue the smallest number of keys possible.

GREAT GRAND MASTER KEY is the highest level key on campus. This key covers all of the keyways within an entire key system. There are five (5) key systems currently on campus. All GGM key requests must receive the approval of the appropriate division heads as well as approval of the Assistant Vice President for Facilities Services and Planning and the Vice President for Finance and Administration.

GRAND MASTER KEY is the second highest level key on campus. This covers all of the keyways of the Pew Campus OR of the Allendale Campus. These key(s) are issued to the Assistant Vice President for Facilities, Director or Assistant Director of Pew Campus Operations, the Director or Assistant Director of Plant Services, the Director of Facilities Planning, the Director of Public Safety Services, Plant Services Supervisors and Public Safety Officers. Other Plant Services staff and some University personnel may be approved but only after administrative and executive officer authorization. All GGM key requests must receive the approval of the appropriate division heads as well as approval of the Assistant Vice President for Facilities Services and Planning and the Vice President for Finance and Administration.

LOCK BOX KEYS are issued to Plant Services, Public Safety, Technology Services, and Pew Campus Operations personnel only. This key allows access to key boxes that are located in designated buildings and contain a master key for that building. Lock Box Keys are issued to designated individuals within these departments based on proof of need. These key requests must be approved by the Assistant Vice President for Pew Campus & Regional Centers.

MASTER KEYS operate all keyways except mechanical rooms and designated restricted areas. These keys are issued to Deans or Administrative Officers with responsibility for all building and department activities. Custodial Staff will also be issued master keys for the building to which they are assigned. Issuance of these keys must be approved by the Assistant Vice President for Pew Campus & Regional Centers.

SUBMASTER keys operate a sub-group of locks within a master key system such as a department. These are issued based on proof of need and require approval of the Assistant Vice President for Pew Campus & Regional Centers.

OPERATOR keys allow entry to individual offices or rooms. These are the primary keys issued to faculty and staff. Approval is from the Assistant Vice President for Pew Campus & Regional Centers.

ENTRANCE keys operate entrance doors to buildings, departments, or suites. Approval is from the Assistant Vice President for Pew Campus & Regional Centers.

FILE keys are issued as requested to allow access to department files or personal office files, desks, cabinets.

Lock Box

A LOCK BOX is located in the loading dock of the Eberhard Center, DeVos Center and Center for Health Sciences. These are for temporary checkout of X MASTER keys for access to a building.

Vendor Sign Out

Temporary keys for the Pew Campus may be signed out to vendors on a daily basis. Identification of the individual checking out the key as well as verification of need will be necessary. The keys are signed out from the Pew Campus Operations Office at 201C DeVos Center.

Employee Responsibilities

The employee is responsible for the security of keys assigned. Lost or stolen keys must be reported immediately to department administration and Pew Campus Operations. A replacement charge of \$10 will be assessed for each lost or stolen key before a duplicate key can be issued. The replacement fee for a lost or stolen submaster, master, lock box key or grand master will be \$100 and must be paid before a duplicate is made. Request for keys lost due to theft must be accompanied by a police report. The employee's department will be responsible for costs to rekey due to lost or stolen key. Disciplinary action- if necessary- will be left to the supervisor.

Employees who change offices will be issued new keys at the time the old keys are returned. A Key Request Form needs to be completed for the new keys. EMPLOYEES MUST NOT TRANSFER KEYS TO EMPLOYEES REPLACING THEM. KEYS MUST BE RETURNED TO THE PEW CAMPUS OPERATIONS OFFICE.

Broken keys should be returned at the time the new key is issued.

UNDER NO CIRCUMSTANCES ARE GVSU KEYS TO BE DUPLICATED OR GIVEN TO OTHER EMPLOYEES. THE PERSON WHO SIGNED FOR THE KEY WILL BE HELD RESPONSIBLE. Any requests for additional access are to be made through the normal request procedures. Appropriate disciplinary action will be pursued for unauthorized duplication.

All keys are to be turned into the Pew Campus Operations Office at the time of termination of employment. **EMPLOYEES MUST NOT TRANSFER KEYS TO EMPLOYEES REPLACING THEM.** All terminating or retiring employees are encouraged to check with Pew Campus Operations well in advance of their last day to determine what keys have been issued to them.

Under normal circumstances, students and temporary employees will not be issued keys. Employees that sign out keys for these people **WILL** be held responsible for the keys.

Key History Assignment Cards

A Key History Assignment card is maintained for each employee possessing a GVSU key. The information on the card includes the employee's name, job title, department, phone number, and office location. The card also lists the date the key is issued, the key numbers, access location, room numbers, employee's signature, and dates of key return.

Return of Keys

When a key is returned from an employee because the need for the key no longer exists, the Key History Assignment card is pulled from the employee file and the return date is noted.

Upon termination of GVSU employment, Pew Campus Operations will be notified by human Resources. The employee's supervisor should follow up and direct the proper return of Pew Campus keys to Pew Campus Operations.

These key changes are reflected on the Key History Assignment card and the file is removed from ongoing records.

UNDER NO CIRCUMSTANCES ARE KEYS TO BE RETAINED BY THE DEPARTMENT AND GIVEN TO A NEW EMPLOYEE.

Special Key Issuance

Vendors are issued temporary keys through the Pew Campus Operations Office. Such keys are to be returned immediately upon completion of the contract service or by 5:00 p.m. each day.

Students and Temporary Employees may have keys temporarily assigned to them for the duration of their daily shift only and then must be returned daily. These are to be checked out through the Pew Campus Operations Office and require supervisor's permission. A driver's license must also be presented and information will be recorded in the Pew Campus Operations Office.

Temporary Job Assignments – Employees receiving temporary job assignments may check out the appropriate building key the Pew Campus Operations Office to work in the assigned area. (Example: custodians or maintenance personnel temporarily

assigned to a different routine). These keys may be held for the duration of the temporary assignment and do not have to be returned daily.