



## Texas Christian University Policy

**Policy Number:** 2.002

**Subject:** Key Control

**Effective Date:** October 8, 2002

**Revised:**

### **I. Purpose**

In the interest of security this policy establishes procedures for issuing and controlling keys to buildings at Texas Christian University.

### **II. Eligibility**

Unit Heads are requested to issue keys to regular faculty and staff that have a need for them.

### **III. Procedures**

1. As facilities are re-keyed to the Medeco system, the Physical Plant will make an initial issue of keys.
2. Prior to initial issue, each department head or hall director shall provide the Physical Plant with a key authorization list. *Exception* – Academic deans will provide lists for those individuals under their purview. The Physical Plant will issue keys based strictly on the authorization lists, which must include employee name, TCU ID, building, room/office number and another other authorized access.
3. For initial issue, individuals will be required to pick up their key(s) at the Physical Plant. Upon receipt of key(s), each person will acknowledge the same by signing the statement (form attached to this policy.) The Physical Plant will retain one copy of the acknowledgement and a second copy will be forwarded to Human Resources.
4. After initial issue, any requests for new or replacement keys shall be made by submitting a work order to the Physical Plant.
5. It is a violation of this policy to have duplicate keys made anywhere other than at the Physical Plant.
6. Keys will be issued based on employee or student ID numbers and will not be reassigned or transferred to another individual.
7. If a master key is lost or stolen, the responsible person must report the loss to the TCU Campus Police immediately. Campus Police will properly secure the affected

facility until the locks can be changed. Depending on the circumstances, appropriate charges will be assessed.

8. Campus Facilities (except Residence Halls):

Each department head and academic dean will maintain a by-name list of his/her key assignments. At the end of the fall and spring semesters (in January and May) an inventory of key assignments will be conducted and the Physical Plant will be notified of any changes or discrepancies. In September of each year (after the new school year has started), all lists will be reviewed and an entirely new/updated listing will be provided to the Physical Plant.

After initial issue, any request for replacement keys or lock changes must be accompanied by a cost account code. There will be a charge for each subsequent issue.

When it is necessary to issue keys to students who are required to use a facility at night (for labs or music practice for example), it is the responsibility of the issuing department to document to whom the key is issued and retrieve keys when they are no longer required. Departments will be charged for keys not returned.

9. Residence Halls:

Individual hall directors will be issued three keys for each residence hall room under his/her purview. The hall director shall issue one key to each room ; the third will be available for emergencies or those times when an occupant is locked out of the room.

Students must immediately report lost or stolen keys to their hall director with an explanation of how and where the key was lost or stolen. The hall director will report the missing key to the Physical Plant Building Maintenance Department along with the explanation for the loss. At that time a decision will be made on whether to issue a new key or to replace the lock.

If a new key is required the hall director will provide the Physical Plant with a cost account code, against which a monetary charge will be assessed for each newly issued key. If a new lock is also required, an additional charge will be made against the assigned cost code.

If it is necessary to call out a craftsman after duty hours or on weekends to cut a new key or change a lock, a minimum of four hours of labor at time and one half will be charged to the appropriate cost code for the callout.

The hall director shall be responsible for collecting all keys from students prior to final move out at the end of the school year. Following move out, the Physical Plant will conduct an inventory of each residence hall key box. There will be a charge for any missing keys.

10. When employees resign, are relieved of duty or retire, department heads shall be responsible for retrieving any keys and returning them to the Physical Plant. Non-academic department heads (the Provost's office for faculty) will notify Human Resources that the departing employee has completed out-processing.

11. For lockouts after normal hours, dormitory residents should contact the hall director. For all other campus facilities, individuals should contact Campus Police.

12. Any exceptions or requests for keys for reasons other than those addressed in this policy will require the approval of the Vice Chancellor for Administrative Services.

#### **VI. Forms Required**

The Authorization for Payroll Deduction form is required when a key(s) is lost and must be replaced.

