PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE

33.04.99.P0.01 Key Control
Approved May 15, 1988
Revised July 11 2016
Next Scheduled Review: July 2021

UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to promote a secure campus environment while also maintaining a comprehensive system to efficiently manage the control, dissemination, use, and possession of keys to Prairie View A&M University facilities.

Official Procedures and Responsibilities

1. **KEY INVENTORY**

    1.1   The contracted facilities services provider maintains a master file of keys to be issued to Senior Building Coordinators and other University personnel upon request and approval. Each Senior Building Coordinator is assigned a certain number of keys for their respective building, and maintains a log of all keys assigned to them and the employees to whom they are assigned.

    1.2   The contracted facilities services provider works collaboratively with the University Police Department and the Office of Risk Management & Safety to supply after hours building access through the placement of KNOX boxes on building exteriors.

2. **TRANSFER OF KEYS TO SENIOR BUILDING COORDINATOR**

    2.1   The University is transitioning to a keyless facility entry system (card access control). Keys will remain in place for individual offices and interior spaces. As new facilities are brought online, building occupants (as determined by either the area vice president or Senior Building Coordinator), are issued a card which grants them exterior door access to the facility. Card access is provided by the University Police Department through prescribed means.

    2.2   All keys are turned over to the contracted facilities services provider for numbering/safeguarding and distribution as follows: master key contained within KNOX box, master key to remain within the key shop, exterior door keys to remain within the key shop, and interior keys cut for delivery to the Senior Building Coordinators or their designees. These individuals are responsible for the security, issuance and control of the keys.

3. **ADDITIONAL KEYS**

3.1 All keys are the property of Prairie View A&M University and the duplication of keys to University facilities by any person, agency or company other than the contracted facilities services provider is prohibited.

3.2 The responsibility for determining the need for keys furnished to building occupants rests with the Senior Building Coordinator. The Senior Building Coordinator is defined as the person being the responsible party for authorizing additional keys, which is codified by the respective vice president.

3.3 Requests for additional building keys, as well as requests for keys for departmental equipment such as lockers, filing cabinets, desks and most padlock keys, must be submitted on the Key/Lock Request Form. In the event that a key cannot be cut at the Physical Plant, authorization to go elsewhere to have the key duplicated must be given by the respective vice president.

3.4 Issuance of mechanical and custodial room keys will be limited to contracted facilities services personnel.

4. ADDITIONAL LOCKS OR LOCK CHANGES

4.1 Requests for locks (including double-sided deadbolt or other alternative style of locks) or lock changes should be submitted on a Facility Services Work Order Request Form.

5. LOCK MAINTENANCE

5.1 In the event a lock malfunctions (i.e. keys become hard to operate or stick), the employee should notify the contracted facilities services provider.

6. DISPOSITION OF UNNEEDED KEYS

6.1 Keys must not be transferred between departments. Keys no longer needed should be returned to the Senior Building Coordinator for recording and routing to the contracted facilities services provider for destruction.

7. LOST OR STOLEN KEYS

7.1 In the event keys are lost or stolen, the employee should immediately notify their department head, the Senior Building Coordinator and the University Police Department by completing the Lost Key Form and routing copies to the respective office.

8. EMERGENCY ACCESS

8.1 As referenced in Section 2.2, KNOX boxes are being placed on all building exteriors for emergency access purposes. For those facilities that have transitioned to card access, emergency personnel have been granted cards and permissions through the system. When employees have separated from the University, card access permissions are terminated accordingly.

Related Statutes, Policies, Regulations and Rules

[System Policy 33.04 Use of System Resources](#)

Contact Office

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