

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



33.04.99.P0.01 Facilities Key and Access Control

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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 CONTROL & INVENTORY

- 1.1 UPD controls the University Key Shop. UPD maintains a master file of keys issued to Senior Building Coordinators and other University personnel upon request and approval. Each Senior Building Coordinator **may** be assigned a certain number of keys for their respective building and shall maintain a log provided by the UPD Key Shop of all keys assigned to them and the employees to whom they are assigned.
- 1.2 New buildings and facilities shall be keyed under the technical direction of University Police Department Key Shop representatives. All new locking hardware and the rekeying of existing locking and security hardware is the responsibility of the UPD Key Shop.
- 1.3 The University Police Department Key Shop is the sole source for duplicating and manufacturing keys to university facilities and equipment. The UPD Chief of Police has discretionary authority for delegating responsibility for duplication and manufacture of keys.
- 1.4 All keys are the property of Prairie View A&M University. The duplication of keys to university facilities by any person, agency or company other than UPD Key Shop and the loaning of keys to other people is strictly prohibited.
- 1.5 The responsibility for determining the need for keys furnished to building occupants rests with the Senior Building Coordinator with concurrence by the UPD Chief of Police or designee. The Senior Building Coordinator is defined as the person being the responsible party for authorizing keys and additional keys, which in turn is codified in writing by the respective vice president. The Senior Building Coordinator is responsible for all keys issued to employees in their building and for maintaining

accurate records of all issued keys. The Key Control Officer (KCO) may act as a designee to perform this task in their stead.

- 1.6 UPD will facilitate the issuance of mechanical and custodial room keys. These issuances will be limited to contracted facilities services personnel and authorized contractors.
- 1.7 Where practical, multiple keys to the same lock shall be serially numbered.
- 1.8 Commercial locksmiths are prohibited from working on university facilities and equipment except as directed by the UPD Chief of Police.
- 1.9 The UPD Key Shop reserves the right to conduct an audit of any departmental key inventory as deemed necessary.

2. BUILDING ACCESS CONTROL

2.1 Key Control

The University Police Department works collaboratively with the Senior Building Coordinators to provide after-hours building access.

- 2.1.1 Physical keys will be issued by the Senior Building Coordinator when an employee is hired. This includes individual offices and interior spaces within the building.

2.2 Card Access Control

- 2.2.1 Dual-purpose identification cards are provided by Auxiliary Services upon being hired by the university. Card access rights are provided by UPD upon concurring approval between the Senior Building Coordinator, the UPD Chief of Police and the employee's supervisor.

3. OBTAINING KEYS AND ADDITIONAL KEYS

- 3.1 In order to obtain keys, the [Campus Key Request Form](#) should be completed and submitted electronically via the University Police Department Website under the "UPD Forms" tab. The request must have the authorization of the Senior Building Coordinator and the University Police Chief in order to be fulfilled. Key requests and the supporting keys shall be kept for no more than 30 days. If keys have not been picked up within that time frame, the key request and the supporting keys shall be destroyed. The requestor must provide a payment account for each request covering each key within the request in the space provided.
- 3.2 Determining the need for additional keys to be furnished to building occupants will be handled by the Senior Building Coordinator with concurrence by the UPD Chief of Police. The Senior Building Coordinator is defined as the person being the responsible party for authorizing building access, key distribution and responsibility, as well additional keys.

- 3.3 The UPD Key Shop shall work to fulfill key requests with 36 hours. Emergency requests shall be evaluated on a case-by-case basis. Keys shall only be issued to the requesting party (Senior Building Coordinator or KCO).

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 [Campus Key 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 University Police Department Key Shop.

6. DISPOSITION OF UNNEEDED KEYS

- 6.1 Keys no longer needed should be returned to the Senior Building Coordinator for recording and routing to the University Police Department Key Shop 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.

- 7.2 Lost keys **may** result in a charge to the department to re-key the entire area (building) covered by the key or associated keys in question. This is especially applicable if the lost key falls in one of the following categories:

- **Grand Master Key:** Opens all doors in two or more university buildings.
- **Master Key:** Opens all doors in a university building.
- **Sub-Master Key:** Opens more than one door in a portion of a university building

Immediately following a report of a missing key, the UPD Lock Shop will evaluate the significance of the loss and determine the degree of re-keying required to maintain security of facilities. The lock shop will report its recommendation to the Chief of Police, and the Senior Building Coordinator in writing. **Costs of re-keying are the responsibility of the affected department.**

Note: In the event of a building re-key, previously issued keys shall be turned in for disposal.

8. FOUND KEYS/CARDS AND TURN-IN

- 8.1 All found keys or employee access cards must be turned in immediately to UPD. UPD will return all keys to existing inventory unless the keys have been damaged in which case the keys will be destroyed.

9. EMERGENCY ACCESS

- 9.1 Emergency access to facilities may be permitted on a case-by-case basis. Typically, these requests will require contacting the Senior Building Coordinator and requesting them to contact the University Police Department Communications and Dispatch Center to grant permission. Emergency access may be granted by the University Chief of Police, or designee, on a limited basis.

Forms

[Campus Key Request Form](#)
[Lost Key Form](#)

Related Statutes, Policies, Regulations and Rules

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

Contact Office

University Police Department Communications and Dispatch Center 936-261-1375
