

Title/Subject: **LOCK & KEY POLICY**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: September 1, 2006

Contact for More Information: Facilities Management

Board Policy Administrative Policy Procedure Guideline

Purpose: The Key and Lock Policy has been established to improve security of CMU facilities, equipment and research, maintain control of keys, and develop accountability for all issued keys.

General Administration: Facilities Management is responsible for administering the key & lock policy on campus. The Lock Shop maintains records of key assignments and lock cylinders. Each college or unit authorizes keys issued to its personnel and is responsible for forwarding this information to the Lock Shop. Residence Life staff are responsible for distributing keys within the residence halls and to university apartments. Whenever possible, employees and students are issued the minimum number of keys at the lowest level that will allow access to their areas of assignment. All keys are to be made by the Facilities Management Locksmith. Individuals are not to have keys duplicated. Anyone found having duplicate keys made by anyone other than Facilities Management Locksmith may have their key privileges revoked and may be subject to discipline.

Key Authorization and Distribution: Only the President, Deans, Associate Deans, Vice Presidents, Vice Provosts, Associate Vice Presidents, Athletic Director or Building Coordinators are authorized to have keys made. Deans and/or Vice Presidents must select a Key Coordinator within their units who is designated to receive keys. The issuance of keys to employees within a unit and the required record keeping will be the responsibility of the Key Coordinator. The Key Coordinator must be a full time, regular employee. Keys shall be issued at the lowest security level required for recipients to accomplish their work. Requests can be e-mailed to fmrepair@cmich.edu, submitted to <http://www.fmgmt.cmich.edu>, or called into the Service Center at 774-6547. Keys will be hand delivered by the Lock Shop to the Key Coordinator.

The Key Coordinator will receive keys from the Lock Shop and is responsible for further key distribution to individuals within the unit and subject to all of the requirements of the Key & Lock policy. A key receipt must be signed by the recipient of each key and returned to Facilities Management Lock Shop. The Key Coordinator must maintain a record of keys distributed and when they are returned.

Grand master keys are issued only to employees who have a need to access multiple buildings under emergency situations (CMU Police Officers, specific IT Dept. personnel, FM Duty Officers when on call, FM Supervisors) and must be approved by the FM Director of Operations. The issuance of grand master keys will be very limited.

Building master keys for a building with one or more unit occupants must be approved by each unit's dean, associate dean and/or associate vice president.

Returning or Transferring Keys When personnel changes occur within a unit, it is the employee's responsibility to return keys to the unit's Key Coordinator. Keys can be reassigned by the unit's Key Coordinator within the department for room keys and building master keys only. The Key Coordinator within the unit must notify FM of all key transfers. Units can e-

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History: No Prior History

Indexed as: Keys; Key Policy, Locks; Lock Services; Lock Shop; Return of Keys

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mail key transfer information to fmrepair@cmich.edu. Please include: names of both employees involved in the transfer, the unit and personnel authorizing the transfer, and a list of keys to be transferred. A key receipt must be signed by the recipient listing each transferred key and returned to Facilities Management Lock Shop. Obsolete or unneeded key(s) are to be returned to Facilities Management Lock Shop. All keys shall be returned to the unit's Key Coordinator on or before the person's last day of work/school.

Keys for Contractors: Plant Engineering & Planning is responsible for issuing keys to contractors working on campus when they have a need to access a keyed area. Final payment will be withheld until all keys have been returned.

Keys for Students; Students who require keys are responsible for all keys assigned and the cost of re-keying/re-coring if a key is lost, stolen or unreturned. Only room keys can be issued to a student, unless otherwise authorized by the respective dean and/or associate dean.

Keys for Student Groups: Student groups who require keys for their organizations are responsible for all keys and the cost of re-keying/re-coring if keys are lost, stolen or unreturned. Only the organization president/chairperson or vice president/vice chairperson are eligible to receive a key. Only room keys will be issued to student organizations.

Lost keys: The individual who loses a key must report the loss to the unit Key Coordinator, the Campus Police (3081) and to Facilities Management (6547) immediately. Replacement costs are the responsibility of the individual who lost the key(s) and may vary substantially, based on the type of key lost; grand master \$500, building master \$200, building sub-master \$100 and all others \$50. The cost of re-keying is based on the number of doors that need to be re-keyed. The cost to re-key/re-core a single door is approximately \$50. The loss of a building master key would cause the entire building to be re-keyed at a substantial cost. The loss of a grand master could require the re-keying of all doors in a large number of buildings. If it does, each unit will be responsible for the total cost of re-keying/re-coring for lost, stolen or unreturned keys.

Failure to Return Keys: Employees failing to return keys by their last day of employment will have the following amounts withheld from their last paycheck: \$500 for grand master, \$200 for building master, \$100 for building sub-master and \$50 for all other keys. Graduating students who fail to return keys by their date of graduation will not receive transcripts. Anyone who fails to return keys upon their last day of employment, enrollment, or upon graduation may be charged with criminal trespass should they or anyone else use their CMU key to enter CMU facilities.

Specialized lock services: The FM Locksmith can provide special services that include re-keying/re-coring equipment locks, furniture locks, combination safes, padlocks, and other related key and/or lock services. These services are recharged to the department cost center.

*Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy.
This document supersedes all previous policies, procedures and directives relative to this subject.
Please refer questions or concerns to the Originating Department.*