

Key Control Policy

Department of Chemistry

Research Students, Faculty Members, Staff and Researchers are given keys upon request in the following manner:

Research student – Key request authorized by their PI for labs and building.

Researchers – Key request authorized by their PI for labs and building.

Faculty- Department should request individual keys for their labs, offices, the main office and building.

Staff – Key request authorized by DBA or PI for which the individual works - for the main office, building and other areas of responsibility.

Facility manager (staff) – Key request authorized by the chairman for all teaching labs and general areas, and in some cases, key are issued for faculty members areas as authorized by individual faculty members. This is generally the person on call in case of emergency. This information is posted on each door.

When employees are leaving the university or being terminated, a list of the keys issued to them is requested from the Key Control Office. The employee is asked to return the keys on the list to the department. The department will then return the keys to Key Control with a memo or note.

Once per year the department will request from Key Control, a list of all employees with the date and the keys issued to them. This list will be verified to ensure that terminated employee keys are being returned.

In the event that keys to a secure area are still outstanding and not turned in by a terminated employee, the faculty member, chairman, or DBA can request, from key control, a change of lock for that area.

There have been instances where faculty members will request several keys for their area, then distribute them to students and researchers. Each year, the department will distribute the reports to faculty members and staff **only**, so that they are aware of the outstanding keys.

Obsolete keys or keys that have changed due to a new lock being installed, still remain on the key control records. We are working with key control to rectify this.

Key control forms are logged in on an excel spreadsheet for easy reference by the department. The spreadsheet can be found in “ChemAdmin” in folder “key control”

The Key control forms are filed in the personnel folders.

Key Request Procedure

Department of Chemistry
12/05/04

1. Requestor completes a "Departmental Key Request Form" and submits it to front desk receptionist.
2. Front Desk Receptionist:
 - a. reviews it for completeness
 - b. prepares the *official* Key Control "Key Request Form"
 - c. submits to DBA for approval
 - d. submits to Chair for approval
3. When the signed **Key Request form** is returned, receptionist will:
 - a. Remove the first two copies and mail to Key Control.
 - b. Date stamp the pink copy to indicate date mailed and attach it to the Departmental Key Request Form. These copies are placed in a **KEY CONTROL PENDING** folder until the keys are received.
 - c. Data enter information (keys and date requested) in the **Key Codes (Complete List)** spreadsheet saved in ChemAdmin/Key Control:/Key Control Folder.
 - d. Call Key Control X3-5675 in 2-3 days to check on status of keys that are in the **KEY CONTROL PENDING** folder.
 - e. When key is ready, receptionist will :
 - i. place note (bottom portion of the Department Key Request Form) in requestor's mailbox notifying him/her to pick up the key(s) from the Key Control Office.
 - ii. File both the Departmental Key Request form and the yellow copy of the Key Request Form in the employee's personnel file folder.
 - f. Upon termination, requestor is to return all keys to the Payroll Coordinator. Payroll Coordinator will check the employee's key control record and ensure that all keys are returned. Keys will then be returned to Key Control with an attached Key Request form indicating return of the keys. Return of keys will be logged into the **Key Codes (Complete List)** spreadsheet saved in ChemAdmin/Key Control:/Key Control Folder.

UH Policy

Persons to whom keys are issued are responsible for either returning the key or paying for its replacement. The key costs are:

- Door key \$2
- Submaster \$15
- Master \$30

There is no UH policy regarding the issuance of keys to students. This is a department decision. Departments can implement their own policies regarding the issuance of keys to students. Maintaining an accurate and reliable key control system is of importance because department's are responsible for ensuring the utmost security for their areas.

Elements of Department Key Control Database

EMPLOYEE

*SSN (unique identifier)
LastName
FirstName

KEYS

BldgName
RoomNumber
KeyNumber

KEY ORDER INFORMATION

Employee Name (look up field from EMPLOYEE)
KeyNumber (look up field from KEYS)
Quantity
OrderDate
DateIssued
Source (look up list with values: Key Control, Transfer, Dept)
Date Returned
ReturnMethod (Look up list with values: Key Control, Transfer, Dept)
Transferred to (look up field from EMPLOYEE)

Relationships:

Employee 1:M KEY ORDERS
Keys 1:M KEY ORDERS