

Procedure Name:	Access Control Procedure
Effective Date:	July 1, 2022
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Last Review Date:	October 31, 2022
Approving Authority:	Vice President for Finance & Administration
Responsible Office:	Facility Services
Category:	Access Control

I. Purpose

The purpose of the Access Control Procedure is to maintain adequate building security for persons and property through effective key and electronic access controls for the Maryville campus.

II. Definitions

Academic Grand Master Key – A key that opens all locks in all non-housing buildings

Housing Grand Master Key – A key that opens all locks in student housing buildings

Building Master Key – A key that opens all locks in one building

Sub-Master Key – A key that opens a series of locks in one building

Change Key - A key that opens a single door

Electronic Access – Programmable electronic key/fob/card

Designated Authority – Approving Dean, Director, SLT, or NLT member

III. Basic Procedure Fundamentals

- a. University Police Department (UPD) and Facility Services must have unrestricted access to all campus areas. Unrestricted access key rings are checked in and out daily via electronic access storage cabinets.
- b. University employees will be provided access to their workspace(s).
- c. The issuance of keys and/or electronic access must be requested and authorized by the designated authority on the Key/Electronic Access Request Form.
- d. Building Master keys require respective NLT member approval. Sub-master keys are issued to appropriate employee as determined by the designated authority. Such keys are for use in the areas directly related to their employment responsibilities. Periodic checks are performed by Facilities Services to ensure Building Master keys are accounted for.
- e. Grand Master keys/electronic access are secured in electronic key storage cabinets. Access must be authorized by the appropriate designated authority and checked in and out on a daily basis.
- f. Academic office or classroom keys/electronic access may be issued to students by designated authority. There must be an expiration date on the key request form for students. Otherwise, the electronic access will be programmed to expire at the semester's end.
- g. Facility Services reserves the right to provide alternative access options in the event such

access options reduce campus risk.

- h. University residents will review the Residential Life handbook, which addresses any lost or stolen residence hall room key/electronic access.

IV. Issuance

- a. All University employees may be issued a key(s) to their own office and/or work area(s) that are regularly locked.
- b. Faculty members and academic support staff may be issued keys and/or electronic access to their own offices and may also be issued keys to laboratories, storerooms, and other work areas, which they utilize, and which are regularly locked. Employees may be issued keys and/or electronic access to other areas upon approval by the designated authority via key request form.
- c. All keys and/or electronic access must be signed for in the Facility Services office.
- d. The department will be charged for replacement of a lost or missing key (including cylinder core) and/or FOB or failure to return an assigned key and/or FOB upon that employee's separation from the University. A replacement key will not be issued until a report of a lost or missing key and/or FOB has been filed with the University Police Department. A copy of the report must be attached to the key request. There may be emergency-related exceptions in which a replacement key and/or FOB will be immediately issued based on criticality of access required.
- e. Duplicate keys are not issued.

V. Key/Electronic Access Request Procedure

- a. The key/electronic access form will be used to facilitate all key and/or electronic access requests, changes, replacements, etc. The employee to whom keys and/or electronic access are issued must personally sign, along with proof of a University Bearcat Card or governmental issued I.D. Monday – Friday 7 am – 5 pm.
- b. Facility Services will maintain a database of all keys and electronic accesses issued. Facility Services staff may audit key and/or access control inventory.
- c. If keys and/or electronic access are lost or stolen, they must be reported missing to the University Police Department. The designated authority, University Police Department, and Facility Services will determine the appropriate path forward as to whether a lock change is warranted to maintain security of the persons and property. The department may be charged the actual cost of re-coring the locks in the area(s) pending the evaluation/investigation.

VI. Key/Electronic Access Return Procedure

- a. Employee Separation: Prior to an employee separation, keys and/or fobs must be returned to Facility Services by the immediate supervisor as part of the University's exit procedure. The departing employee's access record will then be cleared. If the immediate supervisor fails to return the keys and/or fobs, the department may be billed for each key not returned, as well as the cost for changing the locks and issuing new keys if necessary.
- b. Change in assignment: When a change occurs in an employee's work area in a University facility, a new access control request should be initiated, and existing keys returned to Facility Services upon issuance of new keys.
- c. No University keys shall be transported via inter-campus or U.S. mail. This includes keys

and/or fobs being returned to Facility Services.

VII. Charges

- a. Charges for key replacements for missing and/or non-returned keys from employee departures will vary, depending on the level of access, when re-coring the lock is warranted, and number of employee keys impacted by re-coring.

VIII. Audits

Periodically, Facility Services will perform physical inventories. Keys or FOBs found missing at that time may be subject to the above charges. Any extra/unnecessary or unauthorized keys will be retrieved.

IX. No transferring of keys/electronic access

- a. No person shall transfer any University key from an individual entrusted with its possession to an unauthorized person or be in unauthorized possession of a University key.
- b. No person shall damage, tamper with, or vandalize any University lock or access control device.

X. Temporary contractor key issuance

- a. Keys and/or electronic access required by contractors or other non-University users to access areas on campus to conduct their work must be pre-arranged and authorized by Facility Services.
- b. Daily access to university buildings is obtained by checking out a building access key from Facility Services between the hours of 7:00am – 5:00pm Monday – Friday. The contractor must present an ID and provide their name, company name, Project Manager/University contact, time out, time returned, and signature. Key/electronic access must be returned by 5:00pm daily. Exceptions must be requested by the respective Capital Programs respective project manager. **At no time will a contractor be allowed to take an issued key/access ring off campus.**
- c. Keys for Facility Services contractors will be issued by Facility Services.
- d. For University projects requiring access for projects that extend beyond several days, a project set of keys may be requested by the Capital Programs Project Manager. The project manager will be responsible for retrieving and returning project key sets. The contractor assumes all liability for lost keys in their possession.

XI. Permanent contractor key issuance

Requests for permanent contractor keys (i.e., food services, bookstore, etc.) shall be made on the Key/Electronic Access Request Form. Such access must be signed for by the designated authority representing the Permanent Contractor to whom the keys/electronic access are issued.