

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Locks and Keys

5-009
FACILITY MANAGEMENT
July 2009

PURPOSE

- 1.01 The purpose of this policy is to communicate standard and consistent guidelines relating to the installation and maintenance of entry-system locks, and the issuance of lock-keys on campus to be used by University-related departments or private entities.

GENERAL STATEMENT

- 2.01 The Physical Plant Services unit is responsible for all University facilities maintenance on the Oklahoma State University Institute of Technology campus. The safety and security of the University must be maintained at all times.

REPORTING PROCEDURE

- 3.01 A Physical Plant Services work order will be initiated for all units that request services provided by the Physical Plant Services Lockshop. Services will be charged to an account designated by the requestor unless predetermined by Physical Plant Services.
- 3.02 General maintenance, repair and installation requests are to be reported to the office of Director of Physical Plant Services. **Exception:** University Housing policy directs initial requests from staff and residents to designated staff, as directed by the Director of Residential Life, then to Physical Plant Services for work to be completed.
- 3.03 Damaged or broken keys may be exchanged for replacement keys by the locksmith when damaged keys are presented to the locksmith.
- 3.04 Emergency requests are reported in the same manner during normal working hours. All other times emergency requests will be reported to the campus operator, or Campus Police who will make the appropriate contact with Physical Plant Services.

RESPONSIBILITY and OWNERSHIP:

- 4.01 The Physical Plant Services Lockshop is responsible for installation, maintenance, repair, and/or keying of all university locks.

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- 4.02 The Physical Plant Services Lockshop has overall responsibility for issuance and inventory of keys for all university locks. **Exception:** inventory and issuance of keys for University Housing Residential Life are maintained by designated staff approved by Director of Residential Life.
- 4.03 Keys are issued to administrators and unit leaders who are responsible to document and maintain respective unit key inventories. The individual accepting issuance of the key(s) is responsible for use of, safe-keeping and loss of, or any loss resulting from the unauthorized use of such key(s).
- 4.04 All keys remain the property of Oklahoma State University Institute of Technology.
- 4.05 Keys made for use on university locks by anyone other than Physical Plant Lockshop are illegal and contrary to the policy of Oklahoma State University Institute of Technology. Illegal locks and keys will be removed from service. Knowledge of the existence of such should be communicated to the Director of Physical Plant Services.

NEED

- 5.01 Physical Plant Services Lockshop will issue key(s) to employees upon a need basis.
- 5.02 Keys are issued to employees upon written request of administration, division chairs, and or unit leaders with approval of the Director of Physical Plant Services. **Exception:** key(s) issued to University Housing Residential Life personnel are approved by the Director of Residential Life with agreement of the Director of Physical Plant Services.
- 5.03 Keys required for multiple locations or multiple access areas may require presidential approval prior to issuance to any employee. All keys requested will require signatures for acceptance of keys issued.

SIGNATORY

- 6.01 Signatures are required for all initial requests to Physical Plant Services; signatures must be maintained for all keys issued within the specific unit.
- 6.02 Key issuance requires signatures on a form that is maintained on file by the Physical Plant Services Lockshop. The signature is that of the person of the requesting unit, who is the person responsible for the key(s) issued. The form will be used for verification when keys are returned to the locksmith.
- 6.03 Upon end of need, key(s) issued should be **returned by the individual signing the original request.** The person is responsible to immediately return the key(s) to Physical Plant Services with a recovery form documenting that the key(s) has been retrieved. **Keys are not to be returned by campus mail.**

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- 6.04 Keys are not to be passed/transferred person-to-person or reissued within a unit. Keys are not loaned.

INVENTORY

- 7.01 The Director of Physical Plant Services shall ensure that an annual inventory is conducted of all issued keys. The annual inventory will be completed each year by August 1st.
- 7.02 This inventory shall be conducted in such a manner that all issued keys are in the possession of the proper person to whom issued.
- 7.03 Periodic checks may be made to verify compliance in addition to the annual inventory.

LOST, MISPLACED or STOLEN

- 8.01 Lost or stolen keys shall be reported as soon as it is suspected or known that the keys are misplaced or missing. University property, employees and students may be placed at security risk if unreported.
- 8.02 The initial report shall be to the immediate supervisor who is responsible to report the loss to the Physical Plant Services and to their unit leader. The individual may initiate the report in the absence of their supervisor. The employee and supervisor shall notify Campus Police.
- 8.03 University Housing Residential Life employees will follow the same procedure. University Housing Residents will report directly to Residential Life authorities.
- 8.04 A key report shall be filed in Physical Plant Services concerning lost or misplaced keys. No replacement keys will be authorized until the report has been filed in Physical Plant Services and approved by Director of Physical Plant Services.

ATTACHMENTS

- (1) Key Issuance Form
- (2) Key Inventory Log
- (3) Key Recovery Form

Approved: November 2006
Revised: March 2008
Revised: July 2009