



## **Key Management Procedure**

**Procedure Number:** 305P

**Responsible Office:** Facilities Planning and Support Services

**Forms:** Key and Electronic Door Access Request Form (105-156)

**Effective Date:** 01/05/24

**Last Reviewed Date:** 01/05/24

---

### **1. Purpose**

The policies provided herein apply to all Northern Virginia Community College faculty, staff, students, contractors, and all organizations and visitors who have authorized use of the College's facilities. This policy applies to all Northern Virginia Community College owned and leased facilities.

Northern Virginia Community College is committed to providing security for its students, faculty, staff, and property while providing building access to students, staff, faculty, and authorized visitors and organizations. It is recognized that certain tasks require unrestricted access to buildings and areas for authorized persons.

### **2. Definitions**

*Great Grand Master Key:* A key that is able to unlock and lock any door on any campus.

*Campus Master Key:* A key that is able to unlock and lock any door on one campus.

*Building Master Key:* A key that is able to unlock and lock any interior door in one building.

### **3. Procedure**

- a. The concept of least privilege shall be applied to guide key issuance. This means that employees will be given access only to those areas necessary to perform their duties.
  - i. Keys shall only be issued to the faculty and staff members whose name appears on the approved Form 105-156e: Key and Electronic Door Access Request Form request.
  - ii. Keys are not issued to P-14, short term contractors, volunteers, or work study students.
  - iii. Adjunct Professors shall not be issued keys for general classrooms.
- b. Unless circumstances require otherwise, general classrooms will remain open during hours when the College is open, Monday – Friday, open by 6:30am, and will be open on weekends when classes are scheduled. Classrooms are locked one hour after the last scheduled class.

- c. Since labs must be locked when unoccupied, the College will make appropriate provisions to allow these spaces to be unlocked on a timely basis. This may involve proximity cards and/or secure key boxes.
- d. If a door has electronic door access or a building has an electronic key box, then a key will not be issued.
- e. Restricted Keys
  - i. The following keys are classified as restricted:
    - 1. Great grand master keys.
    - 2. Campus master keys.
    - 3. Building master keys.
  - ii. Issuance of the restricted keys is limited to the following department/personnel:
    - 1. Police, IT, Emergency Management, and Facilities.
    - 2. Campus master keys will also be issued to Provosts and Directors of Campus Operations.
- f. Facilities Planning and Support Services (FPSS) is responsible for monitoring this policy and recommending new and/or revised policies and procedures. The policy will be renewed annually. They are charged with the following:
  - i. Oversee the key control program and enforce applicable College policies, state laws, and provisions that apply to access and security of College facilities.
  - ii. Review and approve all requests for lock modifications.
  - iii. Maintain standards for the key control program.
  - iv. Implement key related projects.
  - v. Maintain the records of individuals holding College keys.
  - vi. Provide keys when requested.
  - vii. Manage the budget associated with the expenditures.
  - viii. Develop and maintain the key plans for the College's facilities.
  - ix. Manage all key returns and issuances for the College.
- g. Approval Responsibilities
  - i. Supervisor Approver

1. The supervisor is charged with reviewing all key requests for their employees. The supervisor may approve the request if the employee requires a key to perform their responsibilities.
- ii. Dean/Director Approver
  1. The dean or director approves the key request after the supervisor. The dean/director may approve the request if he or she believes the employee can be trusted with the key and can justify that the employee requires it.
- iii. Director of Campus Operations (DCO) Approver
  1. The Director of Campus Operations is the third approval for a key request. The Director assists with maintaining the security of the campus and should only approve key requests to help ensure the continued operations of the campus.
- h. Leased/Rented Facility
  - i. Key control at leased or rented facilities are managed on a case-by-case basis. The College's Director of Materiel Management is the point of contact for leased or rented facilities.
- i. Key Control and Issuance
  - i. Form 105-156e: Key and Electronic Door Access Request Form: Key and Electronic Door Access Request Form shall be completed by each person requesting and receiving a key or gain access to the electronic key box. No paper forms are accepted.
  - ii. Individuals receiving keys must have a valid College identification at the time of issuance. Keys will ONLY be issued to the person whose name appears on the Key and Electronic Door Access Request.
  - iii. In the event that a key is lost, stolen or a lock is re-keyed, a new Key and Electronic Door Access Request form must be completed and submitted for each individual requesting a key. The Key Request must include Police report case number for the lost or stolen key.
  - iv. Duplicate keys are not issued to any office.
- j. Lost, Stolen, or Missing Keys
  - i. Missing keys regardless of whether they are lost or stolen must be reported immediately to the College Police.
  - ii. The expenses incurred by key control and facility access will be shared by those departments and/or individuals who use the services.
  - iii. If re-coring is required because of a lost key, the department will be charged the cost of the re-coring.
- k. Re-Keying Locks

- i. The Facilities Planning and Support Services Department will review and approve all requests for re-coring.
- ii. Requests that result in changing the key hierarchy require a valid justification from the requestor, will be reviewed for overall impacts to the campus and must be approved by the Chief Facilities Officer.

I. Returning a Key

- i. Human Resources will notify the Key Control Office when an employee is separated. The employee should return the key to the Key Control Office or College Police to ensure accountability of the key returned. Supervisors should only collect the keys from the employee and return the keys to Key Control Office if the employee is unavailable. If the employee cannot produce the key, a lost/stolen police report must be completed by the employee, a case number obtained, and provided to Human Resources.
- ii. An employee leaving a position internally must return keys to their supervisor.
- iii. Supervisors cannot re-issue keys to new employees. They must return keys to the Key Control Office or Campus Police.
- iv. Any broken key should be returned to the Key Control Office or Campus Police.

m. Key/Lock Standards

- i. All keys issued will comply with current college standards. Keys that do not meet current standards will be transitioned to the new key system. All other types of locks are prohibited, for example, cipher locks and pad locks.