

## Keys to University Rooms and Buildings

### RESPONSIBILITY

The head of a department is responsible for the department's assigned space (see *BPPM 50.20*). A significant aspect of this responsibility is the management of keys that access the assigned spaces, such as:

- Approving and issuing keys;
- Reclaiming keys when no longer needed or user is no longer authorized to have access; and
- Maintaining a process to account for completeness of all keys issued or held by the unit to department assigned rooms and buildings.

Determining need for keys to rooms and buildings is the administrator's prerogative.

An administrator may authorize the issue of a key only to space assigned to the department and the exterior doors leading to that space.

Administrators *must* account for all keys issued and held by the unit.

### Access to Space

See *BPPM 50.20*.

### Determining Need

Keys are considered to be tools necessary to complete assigned duties.

Keys to University facilities may be assigned only to individuals with an official WSU affiliation, i.e., employees, students, individuals doing research under contract to WSU, or external contractors performing work on WSU campuses.

In order to be assigned keys, each individual must possess a CougarCard with a valid student or employee identification number or other valid identification and documentation showing affiliation with the University (i.e., contract number).

Guidelines for determining need for keys include the following:

- An employee with a continuing need to frequently access an area during the hours it is locked may be issued keys. Upon termination of employment or upon leaving permanently or for

## **Keys to University Rooms and Buildings**

### **Determining Need (cont.)**

an extended period, keys must be returned to the department's key coordinator.

- An employee or student with a temporary need to access an area during the hours it is locked may be issued keys for the required period. Keys must be returned to the department's key coordinator at the end of the period.

NOTE: An authorized person carries a CougarCard with a valid student or employee identification number when accessing University buildings after normal working hours. The individual shows the card to WSU Police or security staff upon request (see *BPPM* 50.24). Contractors or researchers affiliated with WSU must carry valid identification and contact information for their official WSU sponsor. Sponsors may be contacted to confirm affiliation.

### **KEY CONTROL**

All keys to University facilities are the property of WSU.

The following pages provide procedures for key control at:

- [WSU Pullman](#)
- [WSU Spokane](#)
- [WSU Tri-Cities](#)
- [WSU Vancouver](#)
- [WSU Everett](#)
- [WSU Research and Extension Centers](#)

See also [Rekeying](#) and [Office Furniture](#).

### **WSU Pullman Key Control**

Each WSU Pullman department is responsible for establishing an inventory and control system.

The department chair or equivalent administrator appoints a departmental key coordinator. The department notifies the director of the applicable Facilities Services, Operations office when a new key coordinator is appointed.

The department key coordinator is responsible for obtaining, issuing, and reclaiming keys to doors to the space assigned to the department.

## Keys to University Rooms and Buildings

### WSU Pullman Key Control (cont.)

#### Obtaining Keys

The WSU Key Shop is the only location where keys to Pullman rooms and buildings may be made. Possessing or making an

unofficial reproduction of a WSU key is prohibited. The holder of an unofficial reproduction may be subject to disciplinary action.

The key coordinator uses one of the following methods to acquire keys:

- 1) Submittal of an online work request through the myFacilities website.

To submit an online work request, go to:

[myfacilities.wsu.edu](http://myfacilities.wsu.edu)

Complete all fields on the work request as indicated.

Identify the type of funding and applicable account number to be used to cover the cost of the keys. If the key coordinator is not the expenditure authority for the account, they identify the expenditure authority. The Facilities Services accounting office contacts the expenditure authority for approval of the charges. (The Key Shop does not prepare and issue keys without funding approval.)

- 2) Submittal of a completed and approved Interdepartmental Requisition and Invoice (IRI) to the Facilities Services, Accounting (see *BPPM 70.05*).

This is an option if the key coordinator does not have access to a computer or does not have the required browser software installed. (The Key Shop does not prepare and issue keys without funding approval.) Work requests processed manually by IRIs may take longer for the Key Shop to complete than work requests submitted through the online process.

The Key Shop does not mail keys. Departments must make arrangements to pick up keys. Departments must provide the Key Shop with the names of the employees who are to pick up the keys.

## **Keys to University Rooms and Buildings**

### **WSU Pullman Key Control (cont.)**

Obtaining Keys (cont.)	<p>Facilities Services notifies the key coordinator when keys are ready for pickup if the coordinator's telephone number is included in the online work request or on the IRI.</p> <p>It may take the Key Shop at least three days to make the keys. Department personnel must present picture IDs when picking up keys and sign to verify receipt of keys.</p>
<i>Key Shop Hours</i>	Contact Facilities Services, Operations Dispatch for Key Shop hours; telephone 509-335-9000.
Assigning Keys	<p>The key coordinator maintains records of key assignments on the following forms or on an equivalent form or computer database containing the same information.</p> <p>The Key Assignment Record is available in PDF and FileMaker format, and the Key Roster is available in PDF format on the PR&amp;F website at:</p> <p style="text-align: center;"><a href="http://policies.wsu.edu/prf/index/forms/">policies.wsu.edu/prf/index/forms/</a></p>
<i>Key Assignment Record</i>	<p>This is a record of all keys assigned to a single individual. The individual signs the key agreement on the back of the form before keys are issued.</p> <p>NOTE: Even if departmental key records are kept in a computer database, each individual assigned a University key is to sign the current version of the key agreement. The department retains the key agreement with key records.</p>
<i>Key Roster</i>	This is a record of all key holders in the department who have been issued a specific key.
Deposit	Departments do not collect a deposit when a key is assigned.
Key Loss	<p>The department of an employee who loses a key may be charged for the costs of key replacement and/or rekeying of locks. The department determines whether or not the employee is to reimburse the department for the costs.</p> <p>Monies collected for the costs of key replacement and/or rekeying of locks are deposited as a recovery of expenditure in an appropriate departmental account in accordance with procedures in <i>BPPM</i> 30.53.</p>

## **Keys to University Rooms and Buildings**

### **WSU Pullman Key Control (cont.)**

#### Reclaiming Keys

##### *Employees*

The department chair notifies the key coordinator of pending resignations or transfers in order to facilitate reclaiming of keys. See *BPPM 60.74* regarding employee departure procedures.

If an employee resigns without returning an assigned key, and the administrator wishes to collect costs of lock and/or key replacement, the key coordinator sends a memorandum to the Bursar's Office directing that specified fees be collected. A copy of the memorandum is sent to the employee at the last known address.

The Bursar's Office sends a bill to the former employee.

Normal collection procedures are available if the bill is not satisfied or if the key is not returned (see *BPPM 30.56*).

##### *Students*

Students are subject to lock rekeying and/or key replacement fees if keys are lost or not returned.

These charges can be made against the student's damage deposit or available credits in the student's account.

If no funds are available, the student is sent a bill for the fee. Normal collection procedures are available if the bill is not paid or the key is not returned. In all cases, a letter must be sent to the student at the last known address to advise the student of the need for the key return.

##### Key Storage

The key coordinator stores extra keys in a key storage box or other secure location that only the key coordinator or designee may access.

Departments may purchase key storage boxes from the Key Shop office.

## **Keys to University Rooms and Buildings**

### **WSU Spokane Key Control**

Key control is a duty of campus key coordinators at WSU Spokane. The campus key coordinators are responsible for establishing and maintaining key inventory and control systems for each campus.

### Obtaining Keys

The campus key coordinator is responsible for obtaining and issuing keys to doors to all spaces on the campus.

Departments obtain all keys for mechanical locks and electronic access controls by submitting a signed Spokane key authorization card to the key coordinator in the WSU Spokane (WSUS) Facility Services office. The appropriate administrator must sign the key authorization card before keys are issued.

The WSUS Facility Services office does not mail keys. Departments must arrange with the WSUS key coordinator to pick up keys. Departments must provide the key coordinator with the names of the employees who are to pick up the keys.

Department personnel must present picture IDs when picking up keys and sign to verify receipt of keys.

### Assigning Keys

The campus key coordinator maintains all campus records of key assignments on Spokane key authorization cards and a computer database.

WSU Spokane departments contact the Spokane Facility Services office, in the South Campus Facility Room 310, to obtain Spokane key authorization cards.

### Deposit

Departments do not collect a deposit when a key is assigned.

### Key Loss

A WSU Spokane employee who loses a key is charged for the costs of key replacement and/or replacement of key locks unless the employee's department notifies the key coordinator to charge the costs to the department.

### *WSU Spokane Students*

A student who loses a key may be charged for the cost of key replacement and/or replacement of key locks.

## Keys to University Rooms and Buildings

### WSU Spokane Key Control (cont.)

#### Reclaiming Keys

##### *Employees*

At the time of an employee's departure, WSU Spokane departmental support personnel are to do one of the following:

- Reclaim the employee's keys at the time of departure and deliver the keys to the WSUS Facility Services office.
- Direct the employee to return the keys to the WSUS Facility Services office.

Prior to the employee's departure, the departmental support person and/or the departing employee may request a listing of the keys shown as issued to the employee in the key coordinator's database.

If an employee resigns without returning an assigned key, and the administrator wishes to collect costs of lock and/or key replacement, the key coordinator sends a memorandum to the Bursar's Office directing that specified fees be collected. A copy of the memorandum is sent to the employee at the last known address.

The Bursar's Office sends a bill to the former employee.

Normal collection procedures are available if the bill is not satisfied or if the key is not returned (see *BPPM* 30.56).

##### *Students*

WSU Spokane students are to return keys to their respective administrative offices at the time of departure or transfer. Each department establishes a departmental replacement key and lock policy and charges students accordingly for lost or unreturned keys.

These charges can be made against the student's damage deposit or available credits in the student's account.

If no funds are available, the student is sent a bill for the fee. Normal collection procedures are available if the bill is not paid or the key is not returned. In all cases, a letter must be sent to the student at the last known address to advise the student of the need for the key return.

## **Keys to University Rooms and Buildings**

### **WSU Spokane Key Control (cont.)**

Key Storage                      WSU Spokane Facility Services stores all campus keys in secure lock boxes in a designated key storage area with limited access. The campus locksmith issues keys and returns keys to the secure area as the key coordinator submits key requests and returns.

**WSU Tri-Cities Key Control**      Key control is a duty of campus key coordinator at WSU Tri-Cities. The campus key coordinator is responsible for establishing and maintaining key inventory and control systems for each campus.

The campus key coordinator is responsible for obtaining and issuing keys to doors to all spaces on the campus.

Obtaining Keys                      WSU Tri-Cities campus keys are issued upon the request of a department head to the campus key coordinator. The key coordinator must receive the request in writing on a Key Request Form completed and signed by the requesting employee's direct supervisor/manager.

The Key Request Form is available from the WSU Tri-Cities Facilities Department website at:

[tricity.wsu.edu/facilities/](http://tricity.wsu.edu/facilities/)

WSU Tri-Cities campus keys are made by a local vendor at the request of the campus key coordinator.

The WSU Tri-Cities key coordinator does not mail keys. Departments are to arrange to pick up keys.

Departments must provide the campus key coordinator with the names of the employees who are to pick up the keys. The key coordinator notifies the department head assistant when the keys are ready for pickup.

Departments are to allow at least one to two days for keys to be made.

Department personnel must present picture IDs when picking up keys and sign to verify receipt of keys.



## Keys to University Rooms and Buildings

### WSU Tri-Cities Key Control (cont.)

#### Assigning Keys

The campus key coordinator maintains key records for all WSU Tri-Cities departments on Key Assignment Records and in a computer database. The key assignment database provides a record of all department key holders who have been issued specific keys.

#### *Key Assignment Records*

The Key Assignment Record is available in PDF and FileMaker format on the PR&F website at:

[policies.wsu.edu/prf/index/forms/](http://policies.wsu.edu/prf/index/forms/)

This is a record of all keys assigned to a single individual. The individual signs the key agreement on the back of the form before keys are issued.

NOTE: Even if departmental key records are kept in a computer database, each individual assigned a University key is to sign the current version of the key agreement. The department retains the key agreement with key records.

#### Deposit

Departments do not collect a deposit when a key is assigned.

#### Key Loss

The department of an employee who loses a key may be charged for the costs of key replacement and/or replacement of key locks. The department determines whether or not the employee is to reimburse the department for the costs.

Monies collected for the costs of key replacement and/or replacement of key locks are deposited as a recovery of expenditure in an appropriate departmental account in accordance with procedures in *BPPM* 30.53.

#### Reclaiming Keys

WSU Tri-Cities departmental support personnel are to reclaim the employee's or student's keys at the time of resignation or transfer. (See also *BPPM* 60.74 regarding employee departure procedures.)

The employee or student must complete a WSU Tri-Cities Key Return form listing the keys being returned. The individual returning the keys must sign the form. Copies of the WSU Tri-Cities Key Return form are available in the Copy Center and the Business Services Office.

## **Keys to University Rooms and Buildings**

### **WSU Tri-Cities Key Control (cont.)**

Reclaiming Keys (cont.)            Departmental support personnel submit returned keys along with the WSU Tri-Cities Key Return forms to the WSU Tri-Cities key coordinator.

#### *Unreturned Keys*

##### *Employees*

If an employee resigns without returning an assigned key, and the administrator wishes to collect costs of lock and/or key replacement, the key coordinator sends a memorandum to the Bursar's Office directing that specified fees be collected.

A copy of the memorandum is sent to the employee at the last known address.

The Bursar's Office sends a bill to the former employee.

Normal collection procedures are available if the bill is not satisfied or if the key is not returned (see *BPPM* 30.56).

##### *Students*

Students are subject to lock or key replacement fees if keys are lost or not returned.

These charges can be made against the student's damage deposit or available credits in the student's account.

If no funds are available, the student is sent a bill for the fee. Normal collection procedures are available if the bill is not paid or the key is not returned. In all cases, a letter must be sent to the student at the last known address to advise the student of the need for the key return.

##### *Key Storage*

The key coordinator stores extra keys in a key storage box.

The campus key coordinator provides WSU Tri-Cities departments with key storage boxes upon request.

## Keys to University Rooms and Buildings

### WSU Vancouver Key Control

Key inventory is maintained in the WSU Vancouver Facilities Operations department. The Facilities Operations department is responsible for obtaining, issuing, and reclaiming keys to doors to all spaces on the campus.

#### Obtaining Keys

Vancouver Facilities Operations is the only department authorized to have keys made or to issue keys to requesters for rooms and buildings on the WSU Vancouver campus.

The requesting department submits a Vancouver Key Assignment Record form to Vancouver Facilities Operations. Both appropriate administrator and the individual receiving the key must sign the authorization form. Forms may be submitted through intercampus mail or in person by the appropriate departmental support person.

Vancouver Facilities Operations does not mail keys to the requester or their department. The requester or department support person must pick up the keys from the Vancouver Facilities Operations office. The department must provide the Vancouver Facilities Operations with the name of the employee who is to pick up the keys. NOTE: The requesting employee must have their Cougar card issued *prior* to issuance of keys.

Vancouver Facilities Operations recommends that the department or individual call prior to pickup to make sure that the needed keys are available. Key processing may take up to three days.

Upon request, Vancouver Facilities Operations informs the requester or department support person when the keys are ready to be picked up.

Keys may be picked up whenever the Vancouver Facilities Operations main office is open, i.e., Monday through Friday, from 7:00 a.m. to 5:00 p.m.

Department personnel must present picture IDs when picking up keys and sign to verify receipt of keys.

#### Assigning Keys

Vancouver Facilities Operations maintains records of key assignments on the Vancouver key authorization card and a computer database.

## **Keys to University Rooms and Buildings**

### **WSU Vancouver Key Control (cont.)**

#### Assigning Keys (cont.)

Departments obtain Vancouver key card forms from the Facilities Operations main office or the Vancouver Facilities Operations forms webpage at:

[vancouver.wsu.edu/facilities-operations/facilities-operations-forms](http://vancouver.wsu.edu/facilities-operations/facilities-operations-forms)

#### Deposit

Departments do not collect a deposit when a key is assigned.

#### Key Loss

The department of an employee who loses a key may be charged for the costs of key replacement and/or replacement of key locks. The department determines whether or not the employee is to reimburse the department for the costs.

Monies collected for the costs of key replacement and/or replacement of key locks are deposited as a recovery of expenditure in an appropriate departmental account in accordance with procedures in *BPPM* 30.53.

#### Reclaiming Keys

The department chair notifies the key coordinator of pending resignations or transfers in order to facilitate reclaiming of keys. (See *BPPM* 60.74 regarding employee departure procedures.)

The departmental support person may reclaim the keys or the individual may turn the keys in directly to the Vancouver Facilities Operations main office.

Complete a Vancouver Key Return form listing the keys being returned. The individual returning the keys must sign the form.

Copies of the key return form are available from Vancouver Facilities Operations main office or the Vancouver Facilities Operations forms webpage at:

[vancouver.wsu.edu/facilities-operations/facilities-operations-forms](http://vancouver.wsu.edu/facilities-operations/facilities-operations-forms)

#### *Unreturned Keys*

##### *Employees*

If an employee resigns without returning an assigned key and, based on consultation with WSU Vancouver Public Safety, the administrator wishes to collect costs of lock and/or key replacement, the key coordinator sends a memorandum to the

## Keys to University Rooms and Buildings

### WSU Vancouver Key Control (cont.)

#### *Unreturned Keys (cont.)*

##### *Employees (cont.)*

employee's department directing that specified fees be collected. A copy of the memorandum may be sent by the employee's department to the employee at their last known address.

The employee's department may send a bill to the former employee.

Normal collection procedures are available if the bill is not satisfied or if the key is not returned (see *BPPM 30.56*).

##### *Students*

Students are subject to lock or key replacement fees if keys are lost or not returned.

These charges may be made against available credits in the student's account.

If no funds are available, the student is sent a bill for the fee. Normal collection procedures are available if the bill is not paid or the key is not returned. In all cases, a letter must be sent to the student at the last known address to advise the student of the need for the key return.

##### Key Storage

When not in use, the individual or department must keep all assigned master and office suite submaster keys in a locked key box. Vancouver Facilities Operations provides key boxes upon request.

**NOTE:** Personnel at WSU Vancouver are not to take master and/or office suite submaster keys off campus.

### WSU Everett Key Control

WSU Everett Facilities is responsible for issuing and reclaiming keys to the facility. Keys are issued only to individuals that have a direct affiliation to WSU Everett. See [Determining Need](#) above.

##### Obtaining Keys

Request keys using the online Facilities Requests form located on the Facilities website at:

[everett.wsu.edu/facilities/](http://everett.wsu.edu/facilities/)

## **Keys to University Rooms and Buildings**

### **WSU Everett Key Control (cont.)**

**Obtaining Keys (cont.)** Department personnel may pick up keys at the Facilities Manager's office, Room 204. They must present a photo I.D. when picking up keys and sign to verify receipt of the keys.

**Assigning Keys** The Facilities Manager maintains all key assignment records.

**Key Loss or Damage** WSU Everett may charge the department of an employee who damages or loses a key for the costs of key replacement and/or rekeying of locks. The department determines whether the employee is to reimburse the department for the costs.

**Reclaiming Keys** Department personnel notify the Facilities Manager of pending resignations or transfers in order to facilitate reclaiming of keys. (See *BPPM* 60.74 regarding employee departure procedures.)

The departmental support person may reclaim the keys or the individual may turn the keys in directly to the Facilities Manager.

### *Unreturned Keys*

#### *Employees*

If an employee resigns without returning an assigned key and the administrator wishes to collect costs of lock and/or key replacement, the Facilities Manager sends a memorandum to the Bursar's Office directing that specified fees be collected. A copy of the memorandum is sent to the employee at the last known address.

The Bursar's Office sends a bill to the former employee.

Normal collection procedures are available if the bill is not satisfied or if the key is not returned. (See *BPPM* 30.56.)

#### *Student Employees*

Students are subject to lock or key replacement fees if keys are lost or not returned.

These charges are made against the student's damage deposit or available funds in the student's account.

If no funds are available, the student is sent a bill for the fee. Normal collection procedures are available if the bill is not paid or the key is not returned. In all cases, a letter must be sent to the student at the last known address to advise the student of the need for the key return.

## Keys to University Rooms and Buildings

### Research and Extension Centers Key Control

Mount Vernon  
Northwestern  
Research Center

At the Mount Vernon Northwestern Research Center the facilities manager is responsible for maintaining the key inventory, as well as issuing and reclaiming keys to the facility.

#### *Obtaining Keys*

Supervisors submit a completed Key Request/Assignment & Proximity Card Request form to the facilities manager on or before the arrival of the new employee or student that is to be assigned the key(s) and/or proximity card.

The facilities manager ensures the recipient signs the Key Request/Assignment & Proximity Card Request form and then issues the key(s) and/or proximity card to the recipient.

#### *Assigning Keys*

The facilities manager maintains all key/proximity card assignment records.

#### *Appropriate Use of Key and/or Proximity Card*

The recipient agrees to:

- Use the assigned key(s) and/or proximity card for University business only;
- Maintain keys and/or proximity card in a secure and responsible manner;
- Not loan any unauthorized person to use the key(s) and/or proximity card assigned to them; and
- Not reproduce or allow reproduction of assigned key(s).

Inappropriate use of University key(s) or proximity card may subject the recipient to disciplinary action by the University.

#### *Key Loss or Damage*

Lost keys and/or proximity cards must be reported immediately to the Facilities Manager.

Any loss, damage, or failure to return assigned key(s) or proximity card may subject the recipient to the costs of replacement and/or rekeying. Lost or damaged proximity cards result in a five dollar replacement fee.

## **Keys to University Rooms and Buildings**

Mount Vernon NWRC (cont.)

*Key Loss or Damage (cont.)*

In the case of failure to return a key and failure to pay for key replacement and/or lock rekeying, the University may enforce its right to repayment through legal action against the recipient of the assigned key(s).

*Reclaiming Keys*

Keys and/or proximity cards are returned to the facilities manager.

Prosser IAREC

At the Prosser Irrigated Agriculture Research and Extension Center (IAREC) the administrative manager or delegate is responsible for issuing and reclaiming keys. The IT manager is responsible for issuing key cards to new employees.

*Obtaining Keys*

The principal investigator or program manager submits an IAREC key request form to the facilities manager on behalf of the employee or student in their program at the time of hire. This form is used to request keys, proxy cards, and fuel cards.

The facilities manager reviews the key request and authorizes release of the keys and/or cards by the administrative manager delegate. The administrative manager ensures that the recipient signs the key request for verifying receipt of the identified key(s).

*Master Keys*

Master keys may be issued to IAREC personnel requiring facility-wide access. The IAREC director reviews and approves requests for master keys.

*Assigning Keys*

The administrative manager or delegate maintains a database of key assignments.

*Reclaiming Keys*

The employee or student returns keys directly to the administrative manager or delegate.

Puyallup REC

At the Puyallup Research and Extension Center the facilities manager is responsible for key inventory, as well as issuing and reclaiming keys.

*Obtaining Keys*

The principal investigator submits a Puyallup REC key and badge request form to the facilities manager on behalf of the new employee in their program.



## Keys to University Rooms and Buildings

### Puyallup REC (cont.)

#### *Assigning Keys*

The facilities manager tracks assigned and returned keys in a security access software program.

#### *Reclaiming Keys*

Keys are returned directly to the facilities manager.

### Wenatchee TFREC

At the Wenatchee Tree Fruit and Research Extension Center the administration team is responsible for key inventory, as well as issuing and reclaiming keys.

#### *Obtaining Keys*

The new employee or student is assigned an electronic key and completes a key assignment record. Any additional keys are requested via e-mail by the principal investigator responsible for the employee or student. The additional keys are then added to the assignment record.

#### *Assigning Keys*

The administration team tracks assigned and returned keys.

#### *Appropriate Use of Keys*

The recipient agrees to:

- Use the assigned key(s) and/or card for University business only;
- Maintain keys and/or card in a secure and responsible manner;
- Not loan any unauthorized person to use the key(s) and/or card assigned to them; and
- Not reproduce or allow reproduction of assigned key(s).

#### *Key Loss or Damage*

Any loss, damage, or failure to return assigned key(s) and/or key card may subject the recipient to the costs of replacement and/or rekeying. Lost or damaged keys and/or key cards result in a five dollar replacement fee per key.

In the case of failure to return a key and failure to pay for key replacement and/or lock rekeying, the University may enforce its right to repayment through legal action against the recipient of the assigned key(s).

#### *Resident Housing Key Loss or Damage*

If a key to rental housing is not returned, \$100 is withheld from the key holder's security deposit to rekey the building.

## **Keys to University Rooms and Buildings**

Wenatchee TFREC (cont.)

### *Reclaiming Keys*

All keys are returned to the administration team.

### **REKEYING**

Changes of keys and combinations may be made under the following circumstances with the approval of the campus facilities department director:

- When the administrator in charge of the space concerned makes a written request to the director of the campus facilities operations office.
- Upon the reported loss of either a submaster or a master key.
- Upon the recommendation of the director of the campus facilities operations office or the police chief.

The cost of rekeying space is charged to the department if the rekeying is the result of an administrative request or the loss of a master or submaster key. If contractors or other external entities lose keys, the University bills them for the cost of the work required to rectify the loss.

### **Rekeying at WSU Vancouver**

If repeated rekeying requests are made for the same space, Vancouver Facilities Operations conducts an evaluation to determine if there are key control issues and if an alternative security system is warranted (e.g., keypads). Vancouver Facilities Operations also determines whether or not a charge is to be assessed to the requesting administrator or department.

When key loss results in a high-risk exposure, the space administrator, Public Safety, and Vancouver Facilities Operations collaborate to determine whether or not rekeying is required. All or part of the cost of rekeying in this circumstance may be charged to the department.

### **OFFICE FURNITURE**

The WSU Pullman Facilities Services, Operations key and lock service is available to assist with keys and locks for office furniture. Departments are charged for these services.

### **WSU Spokane**

Keys to most WSU Spokane office furniture are available through the campus key coordinator and tracked in the key database. WSU Spokane departments are not charged for such keys.

## **Keys to University Rooms and Buildings**

### **WSU Tri-Cities**

Office furniture keys are available through the campus key coordinator. WSU Tri-Cities departments are not charged for such keys.

### **WSU Vancouver**

Keys to most WSU Vancouver office furniture and building casework are available from Vancouver Facilities Operations at no charge to requesters.

### **WSU Everett**

Office furniture keys are the responsibility of each office.

### **RESIDENCE HALLS**

All keys to residence hall rooms at WSU Pullman are issued and managed by Housing Services.