Keys to University Rooms and Buildings

RESPONSIBILITY

The head of a department is responsible for the department's assigned space (see BPPM 50.20). One aspect of this responsibility is approving and issuing keys and then reclaiming keys to 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.

Access to Space

See BPPM 50.20.

Determining Need

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

Guidelines for determining need for keys include the following:

- Keys to University facilities may be assigned only to individuals with an official WSU affiliation, i.e., employees, students, or individuals doing research under contract to WSU.

  In order to be assigned keys, each individual must possess a CougarCard with a valid student or employee identification number.

- 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 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).
KEYS TO UNIVERSITY ROOMS AND BUILDINGS

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

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.

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. NOTE: The key coordinator must use Internet Explorer browser version 5.0 or higher in order to submit work requests through this website.

   To submit an online work request, go to:

   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, he or she
Keys to University Rooms and Buildings

Obtaining Keys (cont.) identifies the expenditure authority. The Key Shop 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, Operations Key Shop (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.

The Key Shop 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.

Departments allow at least three days for keys to be made.

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

Key Shop Hours

Contact Facilities Services, Operations Dispatch for Key Shop hours; telephone 509-335-9000.

Assigning Keys

The key coordinator maintains records of key assignments on the following forms or on an equivalent form or computer database containing the same information.

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

policies.wsu.edu/prf/index/forms/

Key Assignment Record

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.
SAFETY AND SECURITY  BUSINESS POLICIES AND PROCEDURES MANUAL
50.25.4  Revised 2-11
Key Shop
335-9000
University Receivables
335-9651

Keys to University Rooms and Buildings

Key Assignment Record (cont.)  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.

Key Roster  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  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.

...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 BPPM 30.53.

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 University Receivables directing that specified fees be collected. A copy of the memorandum is sent to the employee at the last known address.

University Receivables 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
Keys to University Rooms and Buildings

Students (cont.)

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.

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

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.

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

Obtaining Keys

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 make arrangements 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.
SAFETY AND SECURITY

BUSINESS POLICIES AND PROCEDURES MANUAL

50.25.6
Revised 2-11
Key Shop
335-9000
University Receivables
335-9651

Keys to University Rooms and Buildings

WSU Spokane Students

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

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 University Receivables directing that specified fees be collected. A copy of the memorandum is sent to the employee at the last known address.

University Receivables 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

<table>
<thead>
<tr>
<th><strong>Key Storage</strong></th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WSU Tri-Cities Key Control</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Obtaining Keys</strong></td>
<td>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: <a href="http://tricities.wsu.edu/facilities/">tricities.wsu.edu/facilities/</a> 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 make arrangements 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.</td>
</tr>
<tr>
<td><strong>Assigning Keys</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
Keys to University Rooms and Buildings

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/

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.

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 University Receivables directing that specified fees be collected.
Keys to University Rooms and Buildings

Employees (cont.)

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

University Receivables 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.

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 green Vancouver key authorization card to Vancouver Facilities Operations. Both the appropriate administrator and the individual receiving the key must sign the authorization card. Key cards may be submitted through intercampus mail or in person by the requester or the appropriate departmental support person.

Vancouver Facilities Operations does not mail keys to the requester or his or her department. The requester or department support person must pick up the keys from the Vancouver Facilities Operations office.
Keys to University Rooms and Buildings

Obtaining Keys (cont.)  
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. The department must provide the Vancouver Facilities Operations with the name of the employee who is to pick up the keys.

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.

Departments obtain green Vancouver key card forms from Vancouver Facilities Operations.

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.
Keys to University Rooms and Buildings

Reclaiming Keys (cont.)

Complete a white 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.

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 University Receivables directing that specified fees be collected. A copy of the memorandum is sent to the employee at the last known address.

University Receivables 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

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.
Keys to University Rooms and Buildings

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.

WSU Tri-Cities

Office furniture keys are available through the campus key coordinator. WSU Tri-Cities departments are not charged for such keys.
Keys to University Rooms and Buildings

WSU Vancouver

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

RESIDENCE HALLS

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