

Key and Lock Policy

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Background

This policy is established to regulate the issue, control accounting, and return of all keys under the master keyed system used by Georgia Highlands College to control access to all facilities on each campus.

Authority and Responsibility

Plant Operations is authorized to initiate, through the Vice President for Business and Finance, procedures needed to implement this policy. This department is responsible for maintaining all key and core records, for cutting keys, for providing all office forms used for the system, and for issuing periodic reports as required.

Approving Authorities

Other than the Vice President for Finance and Administration, the President is the only other authority authorized to approve the issuing of keys to individuals. Their departments will be responsible for costs incurred to re-secure an area when a key is lost. They will also be responsible for verifying the physical existence of keys they have authorized and for keeping track of demand for those keys.

Required No keys will be made without two signatures on a Key Request Form. The signatures required for each type of key are as follows:

Signatures for Issuing Keys

Key Type	Authorizing Head
Great Grand Master	President and Vice President for Finance and Administration
Grand Master	The Vice President for Finance and Administration
Building Master	The Vice President for Finance and Administration and Department Head
Office/Area Keys	The department head and Director of Plant Operations
Access Cards	The department head and Chief Information Officer

Authority and Responsibility of Key Recipients Individuals having custody of College keys are authorized to use them for access to their workstations. They are responsible for reporting lost or stolen keys immediately to the Director of Plant Operations and their department head. A Lost Key Report must be filled out and forwarded to the Director of Plant Operations before a new key is issued. Individuals are also responsible for returning keys to Plant Operations when they are no longer needed.

Access Cards Georgia Highlands College is the owner of access cards. Faculty, students, and staff employees must obtain building access from the IT Department. The IT Department will maintain accurate controls and records to provide accountability for all access cards issued:

- Access cards will be activated to allow access upon receipt of appropriate written authorization.
- Access cards will be de-activated upon receiving notifications of loss, theft, termination, or change of status.

Note:

All lost access cards must be reported to the IT Department. Access cards will require three days to process.

Sanctions Failure to report lost or stolen keys or possession of a duplicated or unauthorized key and loaning of college keys will result in appropriate disciplinary action including possible termination.

Lost /Stolen Key Charges Lost or stolen keys present problems that could be very costly for the institution. Therefore, Faculty, Staff or Students that either loose their keys or have their keys stolen will be responsible for reimbursing the college for the actual amount of cost for replacement of the keys and/or cores. The cost depends on the rank of importance of the key. Grand Master and Master Keys will require a re-key of the entire building which could be very costly.

Key-related Services

Key-related Service	Charges	Description
New Core	\$35.00	Replacement due to vandalism
Re-key an Existing Core	\$20.00	Re-key fee for core includes cost for a new key
New Key	0.00	Not charged

Replacement Key (because of normal wear)	0.00	Not charged
Replacement Key (broken or damaged)	\$10.00	Misuse or abuse
Replacement of Core (normal wear)	0.00	Not charged
Desk, File, Cabinet, and Other Keys	* \$2.00 ** \$7.50	* Standard key ** Special key
Lost Key Charge	\$5.00	Does not involve rekey of core
Lost Key requiring a Core Replacement	\$35.00-\$2,000	Depends on how many locks the lost key affects.
Lost Access Card	\$7.50	Charges include card replacement and re-programming

Forms Used for Ordering Keys and Cores

Form	Use
Key Request	Used for ordering keys from Key Control.
Card Access Request	Used for ordering access cards
* Online Work Request	For ordering all miscellaneous keys, locks needing repairs and new or recombined cores.

Issuing and Returning Keys

- A Key Request Form will be completed and forwarded to the approving authority for approval(s).
- The approving authority will determine the need, sign if approved, and forward valid requests to the Director of Plant Operations.
- Plant personnel will verify the approving signature(s), cut the key, and prepare the necessary forms for issue.
- When key(s) are ready and paperwork completed, the key(s) will be delivered to the individual and custody card signed.
- Plant Operations will retain Key Request forms and record the information in the custody and sequence card files.
- A custody card will be maintained for each individual's authorized keys. The status of all keys issued to an individual will be recorded on this form. A sequence card will be maintained for each key code. This card will list the names of all people to whom a key has been issued cut to that code, along with the key numbers and status of each key.
- Key transfers will not be permitted. All keys are to be returned to Key Control. The key return will be noted on appropriate cards.

Departmental Keys

Departmental keys that will be used by several people within a department are not authorized.

Vendor Access

Vendors needing access to portions of college property (telephone company, vending company, etc.) will be issued keys through Facilities Management. These keys are not to leave the campus and must be returned during working hours that same day.

Ownership of Keys

All keys remain the property of Georgia Highlands College. Obsolete and unneeded keys must be returned to the Director of Plant Operations for disposal and for

clearing the account of the person charged and the liability of the authorizing account.

**Terminating
Employees**

It is the responsibility of the terminating employee to return all college keys to Plant Operations. The keys must be returned before the final payroll check is issued. It is the supervisor's responsibility to inform terminating employees of this requirement before they receive their last paycheck. A Key Receipt form will be provided by Plant Operations when all keys have been returned and all records cleared.

Note: All access cards are to be returned to the IT Department.

**Attached
Documents**

[Key Request Form](#)
[Lost-Stolen Key Form](#)
[Card Access Request Form](#)

**GEORGIA
HIGHLANDS
COLLEGE**



KEY REQUEST FORM

DATE:		FULL-TIME _____	PART-TIME _____		
Employee Name <i>(please print):</i>					
Employee Location Address:					
Employee Department Name:					
City:	State:	ZIP Code:			
E-Mail:		Phone:			
Employee Signature:					
Department Head/Supervisor Signature:					
Divisional Vice President Signature: (Needed only for Building Entrance Key)					
Director of Plant Operations Signature:					
V P of Finance and Administration Signature: (Needed for Master and Grand Master)					
Presidents Signature: (Needed for Great Grand Master)					
List Keys Below		Plant Operations Use Only			
Building	Office #	Key Code	Issue Date	Return Date	Issued By:

Instructions for use:

1. Fill out the un-shaded portion of the form completely and obtain necessary signatures.
2. Bring / mail/fax the form to Plant Operations when form is completed.
3. Plant Operations will notify you when the keys are ready to be picked up.
4. You must present your GHC Picture ID in order to pick up keys.
5. If someone is to pick up keys in the key holder's behalf, a letter from the chair or director of the department must be presented before keys are issued.
6. Only one key per person per room is allowed. Do not request multiple keys.
7. Upon leaving employment with GHC, the keys are to be returned to Plant Operations. Human Resources has a form (checklist) that must be filled out upon departure. The last paycheck will be held until keys are returned.

LOST / STOLEN KEY REPORT

DATE:		
Employee Name <i>(please print):</i>		
Incident Location Address:		
City:	State:	ZIP Code:
E-Mail:		Phone:
Employee Signature:		
Supervisor Signature:		
V P of Finance and Administration Signature: (Needed only for Master, Grand Master, and Great Grand Master)		

DESCRIBE EVENTS SURROUNDING LOSS OF KEYS

Describe below any details you have of the incident:

List All Keys Stolen in the Spaces Below

Building	Office	Key Number (if known)

PLANT OPERATIONS USE ONLY

# OF KEYS LOST/STOLEN	COST EACH	SUB TOTAL
_____	\$ _____	\$ _____
# OF CORES RE-KEYED	COST EACH	SUB TOTAL
_____	\$ _____	\$ _____
GRAND TOTAL:		

BUSINESS OFFICE USE ONLY

AMOUNT OF FEES COLLECTED:	\$ _____	FEE COLLECTED BY (SIGNATURE REQUIRED) _____
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- Instructions for use:
1. Fill out the un-shaded portion of the form completely signing your name in the designated area.
 2. Take the form to your immediate supervisor and have them sign in the designated area.
 3. In the event of a loss of a Great Grand Master, Grand Master, or Master key, the Vice President of Finance and Administration will need to sign the form in the designated area.
 4. Bring / mail/fax the form to Plant Operations for calculation of required fee. We will return the form to you as soon as this amount is calculated.
 5. Take the form to the Business Office and pay the required fee. Business office personnel will initial that the fee has been paid and you will bring/mail/fax the form back to Plant Operations along with a completed "Key Request Form".
 6. We will notify you when the new key is ready to be picked up.