

Appendix A

A. General Key Issuance

1. If required, Campus keys are issued when an employee begins campus employment, is promoted, transfers departments, or changes room assignments. Campus keys must be returned when an employee terminates campus employment, retires, resigns, is promoted, transfers departments, or changes room assignment. All keys must be returned to and will be issued from Facilities Services.
2. Campus keys will be issued to faculty and staff of the University of Montana Western only. Special loans of keys where required (such as contractors, vendors, etc.) must be authorized by the Facilities Services Manager. A daily checkout sheet will be utilized to record any grand master or master keys checked out.
3. Grand master and master keys required by Facilities Staff for the normal performance of their duties will be controlled by the Facilities Services Manager. These keys will be inventoried on an annual basis, and the requirement for their issuance will be reviewed on an annual basis by the Facilities Manager. These keys will not be removed from the campus, but rather maintained in a locked enclosure when the employee leaves work.
4. Grand master and/or master keys will be issued to departments outside of Facilities Services only after approval by the Facilities Manager and the Vice Chancellor for Administration, Finance & Student Affairs. If authorized, these keys will be issued to a department head only. When a department head leaves his/her position, all keys under his/her purview must be inventoried and returned. Grand master and master keys will be issued to the new acting head if needed. These keys should normally never leave campus, but be stored in a locked place.
5. Employees issued Master key(s), and residence hall room masters are to be worn on a belt with a minimum of two attachment points, such as a retractable key chain and a belt clip.
6. Appropriate Department Heads, Deans and Administrators are responsible for reviewing, approving, and signing employee key requests and/or lock changes. In no case shall the same person to whom the key(s) is being issued, authorize the issuance of a key or keys, nor may keys be authorized by anyone with less than Department Head authority.
7. Departments can request keys for only those rooms and areas assigned to their Department.
8. Only one room key, outside door, sub master, or building master key will be issued to any one individual (no multiples of the same key). Exceptions are made for Building Managers and Facilities Staff.
9. Records of all keys issued will be kept on a computerized key data based system maintained by Facilities Services Department.
10. Keys shall be issued to students only for special circumstances. Failure of a student to return a key will result in a "hold" being placed on their school records and registration. A student key request will require both the Department Head signature. In all other cases students requiring access after-hours will be issued an After-Hours Pass by the Department Head and be granted access as approved by Campus Security.
11. Student club or organization members must request keys through their advisor. Keys are then issued to the advisor.
12. Special circumstances, such as one department/person holding a key for another department/person, must be arranged between the department/persons. Any such keys will be the responsibility of the requesting department/person. All other procedures will apply.

B. Key Request Process

1. A "Key Request" form must be picked up at the Mail Room and filled out.
 - a. What type of access needed (door number or stamp number from lock)
 - b. Requestor's signature
 - c. Department Head signature
2. The completed request form can then be submitted back to Mail Room.
3. Once the key request has been approved and is processed by the Facilities Services Locksmith, the individual to whom the key is being issued will be notified by the mailroom.

4. The individual must then come to the Facilities office to pick up the key(s).
- C. Bookstore/Bark 'N' Bite/Chancellor's Office Access
1. Keys to special areas such as the Campus Bookstore or the Bark 'N' Bite will only be issued to individuals requiring access to those areas (this is normally one or two individuals). These keys will be tightly controlled, and the locks will never be included under a grand master or master key set.
- D. Damaged Keys and Locks
1. If a key is broken or otherwise damaged, the pieces must be returned to Facilities Services. If a key is broken off in a lock, it must be reported to Security and the Department Head immediately.
 2. A new key will be issued after key damage verification. A Key/Lock Change Request form will not need to be completed for replacement of damaged/broken keys if the original key is returned to Facilities Services.
 3. There is no charge for the replacement of damaged/broken keys provided the defective key is returned to Facilities Services.
 4. It is the responsibility of the key holder to report any malfunctioning locks to the Physical Plant at extension 7142 or to Security at extension 7141.
- E. Duplication and Transfer of Keys
1. All keys must be checked in and out at Facilities Services. Key transfers directly from one person to another are strictly prohibited.
 2. Duplication of any UM Western key by an outside key manufacturer, vendor, or contractor is illegal and strictly prohibited. All duplications must be requested and approved through Facilities Services and completed by the Campus Locksmith. Any student, faculty, or staff found in possession of an unauthorized key, who transfers key, loans or duplicated any issued key, will be subject to appropriate disciplinary action.
 3. Unauthorized keys will be confiscated and returned to Facilities Services.
- F. Fees For Lost or Un-returned Keys
1. Facilities Services is authorized to require payment for the reasonable cost of each Campus key not returned. The employee or Department in which the individual is or was employed is responsible for the cost.
 2. Individual Hard Key- \$30.00 each key lost and \$75.00 for each lock that is re-keyed/re-cored in order to restore security. Note- an individual key may unlock more than one door.
 3. Sub-Master Hard Key- \$50.00 each key lost and \$75.00 for each lock that is re-keyed/re-cored in order to restore security.
 4. Master Hard Key or Master Key Ring- Cost of re-keying a whole building or the entire Campus lock system.