



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 61.24, **Control of Keys to Facilities**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to ensure that keys are issued only to appropriate persons and for appropriate reasons; to control security and access to the facilities; and to maintain control of keys issued to employees.

**REVIEW:** This HSCEP OP will be reviewed on September 1 of every even number year by the Senior Director of Facilities Business Services (FBS), the Managing Director Physical Plant and Support Services (PPSS), the Chief of Police, and Chief Financial Officer (CFO) or designee.

### **POLICY/PROCEDURE:**

#### **I. Definitions**

- A. Key Control Manager - Senior Director of FBS or designee.
- B. Key Warden Cabinet – Secured cabinet that will host master, sub master, and other keys for the purpose of loaning keys on a temporary basis for a designated amount of time.
- C. Bitting - The numbers which represent the dimensions of the key cuts and the actual cut(s) or combination of a key.
- D. Master Key (MK) - MK is a higher level key that typically will open any lock within a building or section of a building.
- E. Key Control Cabinet - Secured cabinet that stores the University's key inventory

#### **II. General Policy**

TTUHSC El Paso keys are considered to be property of the State of Texas. Keys are issued to an individual and are for his/her exclusive use. Defacing, marking, altering, duplicating, loaning, or selling of any key is prohibited. Keys issued by TTUHSC El Paso are the property of TTUHSC El Paso and are for the exclusive use of the person to whom they are issued. They are not to be borrowed, loaned, rented or sold. **DUPLICATION OF A KEY IS STRICTLY PROHIBITED.**

- All keys should be returned to the Key Control Manager or designee at the end of the key holder's employment or appointment or upon a change of room or space assignment.
- Under no circumstances shall keys be passed on from one employee to the next.
- Departments and divisions are specifically prohibited from reassigning, reissuing or storing unassigned keys.
- Departments and divisions should report to the Key Control Manager all key holders who are terminated or transferred to another department or activity. The report should be in written form - email is preferred. This HSCEP OP applies only to building and room keys. Department heads shall maintain control of keys for departmental equipment, files, desks, etc.

- Charges for materials and labor for keys and/or locks will be the responsibility of the requesting department.

### **III. Access cards are not included in this policy but rather in HSCEP OP 61.25. Issuance of Keys**

- A. Authorization – Academic chairpersons, department heads, division chiefs or their designees will determine which keys should be issued to employees or students under their jurisdiction to areas under their control.
- Building and Campus Master Keys: This level of Master keys will require the signed approval of the TTUHSC-EP President or designee.
  - Area/ Floor Master Keys: This level of Master keys will require the signed approval of the Department Head or designee.
- B. Request for Issuance of Keys
- The requestor will complete the Key Request Form (Attachment A) and obtain all required signatures.
  - Once completed, the requestor will contact their department's WebTMA requestor to submit a Key Request Work Order.
  - FBS will process the Key Request Work Order. Once the key is ready, the FBS department will notify the requestor when the key is ready for pickup
- C. FBS is responsible for verifying, recording and documenting key approval.
- D. Key Control Manager will only issue a key to the key holder by verifying identity using TTUHSC El Paso issued ID badges.

### **IV. Returning Keys**

Termination or reassignment: The key should be returned to the Key Control Manager or designee. The individual departments are responsible for non-returned keys of employees under their jurisdiction and will be responsible for any rekeying cost.

### **V. Lost or Stolen Key**

Lost key(s) will be reported immediately to the TTUHSC El Paso Police Department and the FBS. A new Key Request Form needs to be completed and submitted through the WebTMA system as a Key Request Work Order. A fee will be charged to the key holder for the replacement key.

Replacement keys will be issued in accordance with the procedures outlined in Section III.

The department or division head, in consultation with the chief of police, will determine if re-keying is necessary based on the lost/stolen key. The department will be charged for any required re-keying.

### **VI. Damaged Keys**

- A. If a key is damaged or non-functional, submit a work order through the WebTMA system. The damaged key will need to be returned before a new key is issued.

### **VII. Master Keys**

Master keys will be issued to individuals only with approval of the President or VP level designee. Master keys will be issued based on job function and responsibility. Master keys carry a large

liability if they are lost or stolen, requiring rekeying of buildings or campus.

For employees requiring intermittent use of a master key for their job function, these keys will be available in designated Key Warden Cabinets. Request for access to key warden cabinets will require a completed and approved Key Warden Request Form, see Attachment B.

#### **VIII. Leased Space**

Space leased from a third party will follow this policy unless landlord requirements restrict the key system to their specifications. Then only will the relevant portions of this policy be enforced regarding the issuance of keys to authorized employees, restriction for master keys, and controls on handling key inventories.

#### **Attachments:**

HSCEP OP 61.24a, Key Request Form – TTUHSC El Paso Campus

HSCEP OP 61.24b, Key Warden Request Form – TTUHSC El Paso Campus