

CANISIUS COLLEGE

Key Policy

2011

I. Introduction

The following document is to serve as the Campus Key Control Policy for Canisius College. It is the duty of the Facilities Management Department working under the direction and the Office of the Vice President of Business and Finance to implement these policies.

The Facilities Management Department is responsible for the maintaining of all locks on campus including but not limited to buildings, offices and furniture. Facilities Management will control and monitor the distribution of the keys associated with these locks. Public Safety is responsible for the oversight and management of the card access system on the campus. Residence Life is responsible for the control, monitoring and the issuing of residence hall keys to the student residents. The Facilities Management Department will assist both Public Safety and Residence Life with any lock or key issues that may require assistance.

II. Requests for the Production and Duplication of Keys

A. Facilities Management Department Role

1. The Facilities Management Department has the responsibility for the production and duplication of all keys used for both the exterior and interior access of all buildings.
2. The Facilities Management Department will process and maintain a listing of all authorized key holders, and the designated access for each key.
3. The Facilities Management Department will:
 - a) Process key reproduction requests that have been properly completed and submitted by the authorized key requester
 - b) Keep an updated inventory of hardware and keys utilizing the Banner database.
 - c) Log each key request work order into the Banner database.
 - d) Log lost or stolen keys into the Banner database.
 - e) Log returned keys into the Banner database
 - f) Implement a Preventative Maintenance schedule for repair or replacement of all College locks, padlocks, and door hardware.
 - g) Generate initial cores and keys as needed.
 - h) Maintain the security of Best Master Key System, system records and all subsequent key and lock related inventory (key blanks, cores, lock hardware).
 - i) Destroy defective, deleted and outdated keys and maintain updated files.
 - j) Provide the Vice President or department heads with computer printouts listing keys requested by them on an annual basis if so requested.
 - k) Provide audits of keys on an as needed basis.

B. Approval Authorization

1. A list of the approving authority in each department is noted at the end of this document. If a specific authorization is not listed please contact the ranking official within a department who will set policy and then inform the Facilities Management Department of that decision so that key production can be administered.
2. Only Authorized Departmental Key Requesters are allowed to request keys. Only Division Vice Presidents are authorized to designate an Authorized Departmental Key Requester.
3. Desk, file cabinet, display case, and all incidental keys other than college system keys may be requested by the person in a respective department who has access to the furniture by simply submitting an on-line request using the Facilities Management work order system and selecting Furniture Key/Lock when choosing the “Work Type” while navigating through the on-line work request process.
4. All issued keys will require the endorsement of the person authorized to grant permission for key reproduction. The key recipient must pick up and sign an acknowledgement when accepting the requested key from the Facilities Management Office. Building occupants must not install personal locks on any facility, or where maintenance activities are required for building operation.
5. Authorized Departmental Key Requesters will:
 - a) Initiate and complete the on-line Facilities Management Work Order Request Form
 - b) Receive issue and keep appropriate records of keys that have been assigned to them.
 - c) Keys issued are the requestor’s responsibility to safeguard at all times.
 - d) Keep all spare keys locked when not in use.
 - e) Turn in all defective and outdated keys to the Facilities Management Department.
 - f) Ensure all departmental keys are retrieved from the key holder prior to their departure from the college or reassignment within the college to another location where previous keys issued are not needed. Upon reassignment to another department no new keys will be issued until the previous keys issued have been returned to the Facilities Management Department.
 - g) Report lost key information to Facilities Management Department, as well as Public Safety

C. Initial Issue and Re-Issue of Keys

1. All key requests must be processed using the on-line Facilities Management Work Order Request Form.
2. Broken key(s) should be delivered to the Facilities Management Department along with the system auto-assigned work order number submitted by the authorized Departmental Key Requester before duplication and re-issue can be completed.

D. Lost or Stolen Keys

1. In the event of lost or stolen keys, the authorized Departmental Key Requester, Public Safety and the Facilities Management Office should be notified immediately. The authorized Departmental Key Requester must submit an on-line Facilities Management Work Order Request Form noting the following information in the description field: (a) The name of the person whose key was lost or stolen (“key recipient”), (b) The date the key was lost or stolen, and (c) If known, where the key was lost or stolen. Only after all steps noted above have been completed will the Facilities Management Department begin to process the order. The Facilities Management Department will determine if lock core changes are required. If no lock core changes are required, a duplicate key(s) will be reissued. Otherwise, the campus locksmith or appropriate vendor will complete subsequent work.
2. The Public Safety Department will inform the Facilities Management Department of any reported lost key; follow with a report submitted to the Facilities Management Department. Recovered keys are to be returned to the Facilities Management Department.

Overall responsibility: Vice President for Academic Affairs

| <u>Department / Area</u> | <u>Authorized Departmental Key Requester</u> |
|---|---|
| Academic Affairs | Kathy Peter |
| Academic Affairs | Lisa Fischer |
| Library & Information Services | Sarah Mendola |
| Library & Information Services | Irene Ehde |
| Enrollment Management/Admissions | Deborah Abrahamson |
| Enrollment Management | Margaret Burkard |
| Enrollment Management/Financial Aid | Mary Koehneke |
| Registrar | Blair Foster |
| Dean, Arts & Science | Veronica Serwacki |
| Dean, Wehle School of Business | Deborah Gianturco |
| Dean, Education & Human Services | Donna Ortolani |
| Chemistry Department | Thomas Stabler |
| Biology Department | Larry Tassini |

Overall responsibility: Vice President for Student Affairs

| <u>Department / Area</u> | <u>Authorized Departmental Key Requester</u> |
|---|---|
| Residence Life | Matthew Mulville |
| Residence Life | Kathleen Farley |
| Residence Life | Al Pilato |
| Residence Life | Patty Grasso |
| Koessler Athletic Center | Gordon Anthony |
| Student Affairs/Student Health | Pat Brawn |
| Disability Support Services | Pat Brawn |
| Counseling Center | Pat Brawn |
| International Student Programs | Pat Brawn |
| Multicultural Programs | Pat Brawn |
| Campus Programming/ Student Leadership | Pat Brawn |
| Event Management | Michael J. Odojewski |
| Public Safety | Gary Everett |
| Public Safety | Dominic Barone |
| Public Safety | Nancy A. Dusza |

