

## Key Control and Access

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**Related Board of Trustee Policy: NA**

**Responsible Official**    *Vice President of Finance and Administration*  
**Approvals**                *03/18/15*  
**Revision**

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### Procedure

The purpose of this procedure is to describe the control of the use and possession of keys, key codes or other means of access to college facilities.

McDowell Technical Community College maintains key and access code control to promote the safety of all personnel and to control access to college property. Keys, codes and other means of access to offices, classrooms, shops, and other facilities may be issued to college personnel with proper approval on an “as-needed” basis through campus Maintenance Department. NOTE: (Keys to desks, file cabinets, etc. are handled within the individual departmental units and are not covered by this procedure.)

Unauthorized transfer, fabrication, duplication, possession, or use of keys, access codes and other means of access to premises owned and/or operated by the college is a violation of college policy. College keys, access codes, access cards and other access devices are the property of McDowell Technical Community College and may be recovered at any time. For the purposes of this procedure, the word “Key” will represent a physical metal key to unlock facilities, any access code, access card, radio frequency device intended to permit or deny access, pass word or pass code, or any other device used with the intention of controlling access to college facilities.

### Key Distribution

The College’s Maintenance Department is responsible for key distribution. The fabrication, duplication, issuance (and return) of all keys covered by this policy must be handled through this office unless authorized in writing by the president.

### Request and Approval to Issue Keys

A Key Distribution Request form must be submitted by each Division Chair/Director for each key or group of keys requested for the semester and must be approved by the appropriate vice president and forwarded to the College’s Maintenance Department. The approving individual should weigh the legitimate need for the key and the availability of other means of accessing rooms before issuing keys to adjunct faculty and part-time staff. The approving individual is responsible for orienting the requestor to the appropriate use of the key and college key control procedure and ensuring proper use of keys. Upon termination of the requesting individual’s employment at the college, the approving individual is responsible for assuring that the individual returns the key to the College’s Maintenance Department, as required on the employee exit checklist.

### Issuance of Keys

Once properly approved, the requesting individual will be notified by the College’s Maintenance Department when the keys are available to be picked up. Keys may be issued to a Department Chair, Division Chair, Director or Supervisor to ensure part-time employees and adjunct faculty can access the rooms they need in a timely manner. In this case, it is the Department Chair’s, Division Chair’s, Director’s or Supervisor’s responsibility to record and monitor the temporary

issuance of keys using the Key Authorization Form. At no time should keys be given to students. Students who are employed by the college and working less than 30 hours per week are still primarily students and are not eligible to be issued keys.

Building Master or External Door keys will only be issued to housekeepers, Division Chairs, Department Chairs, and Directors, as approved. Great Grand Master keys may only be issued to the President, VP for Finance and Administration, VP for Student Learning and Student Services, Maintenance Supervisor, IT Director and Campus Security unless otherwise authorized by the President.

### **Keys for Non-College Personnel**

Keys needed by contractors or other non-college personnel will be authorized on an "as needed" basis by the College's Maintenance Department. Terms of the individual contract will determine a specific return date, beyond which the college may, without notice, take the necessary action to recover the key(s) or change the locks to assure security of college property. Non-college personnel approved for keys are subject to the same responsibilities as college personnel.

### **Responsibilities of the Key Recipient**

Upon receipt of the key, the recipient will sign acknowledging receipt of the key and agreement to use the key only in accordance with the McDowell Technical Community College Key Control and Access Policy. The recipient agrees that the key remains the sole and exclusive property of the college while in the recipient's possession and agrees to return all keys to the College's Maintenance Department upon termination from the college or upon one day's notice by the college. In the event the recipient fails to return any key, the recipient may be subject to a key replacement fee and the actual cost of re-keying the lock(s). All faculty and staff are responsible for maintaining building security. Doors will not be propped open or left in an unlocked position during hours when the building is normally closed. Certain areas (i.e., labs, shops, computer rooms, etc.) must remain locked at all times when responsible individuals are not in the area. College employees will not unlock areas for another individual unless the individual is known by the employee to have a legitimate, approved need to access the area.

### **Return of Keys**

All keys are to be returned to the College's Maintenance Department by the individual who signed for the key. DO NOT return the key to departmental personnel or the next person occupying the area, unless the key was issued by Maintenance Department to the Department Chair, Division Chair, Director or Supervisor. Upon return of keys to the Maintenance Department, the signed key receipt will be returned to the individual turning in the key and computer records will be updated. Individuals who fail to turn in keys may be subject to replacement key fees as well as the cost to rekey locks.

### **Lost Keys**

Individual's assigned keys to campus facilities are responsible for such keys. In the event a key is lost, the individual must notify the College's Maintenance Department immediately. Individuals losing keys are subject to a key replacement fee and the actual cost of rekeying lock(s).

## **INVENTORY OF KEYS**

The college reserves the right to periodically inventory college keys by having key holders show or return keys to the College's Maintenance Department. Key holders who are unable to produce keys appropriately issued are subject to key recovery and rekeying costs.

**The request for issuance of keys should be submitted to the Maintenance Department at least three (3) days before the key(s) is needed, if possible.**