University of Arizona Facilities Management
Key Issuance & Return Policy

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The Security of University buildings is essential for the safety and protection of University students, personnel and equipment. Therefore, the following policy is established.

The purpose of this policy is to regulate the issuance, use and return of keys to University of Arizona property. This Policy will help provide a safe and secure campus environment through the diligent control of University keys.

This policy applies to all students, faculty, staff, individuals, departments, colleges, divisions, and auxiliaries of the University to whom University keys are issued.

It is the responsibility of each department's authorized key signers to familiarize themselves with the key desk requirements for issuing University keys. University keys are issued to individuals, not departments.

"It is the requirement and responsibility of individuals issued University of Arizona building keys to safeguard those keys at all times." ... Dan Ross, UA Facilities Management

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Note: Any instructions below that contains a ***** **means that paperwork is required!**
(If you are new to the process of processing key requests for your department, key desk staff will be happy to assist you by phone or in person with procedural training)

* Required Identification

Current and legible University of Arizona Cat Card I.D. (or if UPH/UPI/UMC badge and driver's license) is required of all Faculty/Staff/Students requesting keys. All paperwork must match name on Cat Card I.D.

*Key Authorization/Receipt Form SOF #0100-8145 – Available at UA Stores

- Each form allows for the issuance of up to five (5) different room/door keys. If more than five (5) keys are being requested, an additional form is needed.
- Complete the unshaded sections ONLY (the shaded area is for Key Desk use)
- Any unused lines on the form MUST BE crossed out with an X by the authorized signer.
  - Any lines that have been crossed through are void for key issue.

- Signature of the department's current authorized signer is required.
- *Alterations: Any* alterations to the form must include the **full signature** of the authorized signer who initially signed the form. The signature must be adjacent to the alteration and must match the signature on file at the key desk. The use of white out on key request forms is strictly prohibited.
- Photocopies of signatures or signature stamps are prohibited.
- **The form is valid for 30 days only- outdated or undated forms are not accepted**.
- BRING <u>ENTIRE</u> 4-PART KEY AUTHORIZATION RECEIPT FORM TO THE KEY DESK.

* <u>Room privilege card</u>
- It is the requirement and responsibility of each department to provide the individual requesting keys with a current room privilege card.
- The current validation sticker must be on the completed card.
  - New fiscal year stickers required July 1

* Authorized persons picking up keys for another individual
- His/her own CatCard I.D.
- The CatCard I.D. of the person receiving keys. **(Legible photocopy is acceptable)**.
- The Room privilege card of the person receiving the keys.
  (Legible photocopy is acceptable).
- All required paperwork referenced in the above procedures, <u>including the 4-part form</u>.

- **It is the responsibility and obligation of the person picking up a University building key for another individual to confirm they are signing for and receiving the key listed on the paperwork.**

- **In the event a department courier picks up and delivers keys for an individual in their department, it is the responsibility and obligation of the authorized departmental key signer that signed the key recipients authorization form to inform that key recipient they are personally responsible for returning keys to the key desk when use of the keys is no longer required or prior to leaving the University**.

Note: When an authorized signer is being issued keys, another authorized signer must sign the paperwork outlined above. *(EXCEPTION: Deans, Directors, and/or Department Heads.)* **Telephone authorizations WILL NOT be accepted.**

* Multiple key issues
- Individual people are not issued duplicates of the same key.
  Keys are issued to individuals within a department, not to the department itself.

➢ **Key Transfers:**

For security reasons, the transfer of University building keys is prohibited.

➢ Key Issuance or Return by Mail

For security reasons University building keys cannot be issued or returned by mail.

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➢ Building Master Keys, Sub-Master keys, Departmentally Restricted Keys

"It is the requirement and responsibility of individuals issued University of Arizona Building keys to safeguard those keys at all times."

**Requests for UA building master keys are reviewed by the key desk Supervisor on a case by case basis. For security reasons, building master keys should only be requested in cases where an individual's job duties specifically require it, not for the sake of convenience.

** For security reasons, department heads may <u>NOT</u> delegate others to sign in their Absence.

** The transfer of University keys is PROHIBITED; this includes building master, sub-master or departmentally restricted   keys.

** All departmental signatures submitted must be live (original) signatures, matching the signature of record on file at the key desk. If signatures do not match, the key desk will be unable to process the request and return all paperwork to the department. <u>Photocopies of signatures or signature stamps are prohibited.</u>

❖ Individuals requesting **building master keys** must submit the following documents to the key desk for processing:

1. 4-part key authorization receipt form signed by the authorized signer.
   a. The 4-part form must <u>list the specific master key requested under the</u> "<u>room</u>" <u>heading.</u>
2. A completed **<u>Master Key Request Form</u>** signed with original signatures, not initials, by **both** the **department head** *and* **building manager.**
   a. The form <u>must</u> include justification for a building master key and <u>list the specific master key requested</u>.
3. Legible photocopy of cat card and room privilege card.

❖ Individuals requesting **building sub-master keys** must submit:
1. 4- part key authorization form signed by the departmentally authorized signer.
   a. The 4-part form must <u>list the specific sub-master key requested under the</u> "<u>room</u>" <u>heading.</u>
2. A completed **<u>Sub-Master Key Request Form</u>** signed with original signature, not initials, by any of the **departmental authorized signers.**
   a. The form <u>must</u> include justification for the building sub-master key request and <u>list the specific sub-master key requested</u>.
3. Legible photocopy of cat card and room privilege card.

❖ Individuals requesting **departmentally restricted keys** must submit:
1. 4-part key authorization form signed by the departmentally authorized signer.
2. A completed **<u>Departmentally Restricted Room Key Request Form</u>** signed with original signature, not initials, by any of the **departmental authorized signers**.
3. Legible photocopy of cat card and room privilege card.

❖ Deliver all required documents to the key desk. The requesting department will be contacted when the request has been processed.

Please note:

➢ **Due to security protocols, additional processing time is required for building master key, sub-master keys or restricted key requests.**

➢ **For security reasons, building master keys or sub-master keys may only be picked up from the key desk by the individual to whom the key is being issued. <u>Upon arrival to the key desk, the individual must present a valid and legible UA Cat Card to pick up the master or sub-master key</u>.**

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➢ Requests for Replacement of Lost Keys

"It is the requirement and responsibility of individuals issued University of Arizona building keys to safeguard those keys at all times."

- **The individual to whom keys are issued must report all lost or stolen University building keys to their Department and to the UA Facilities Management Key Desk IMMEDIATELY.**

- **In Addition- STOLEN University building keys *must* be reported to UAPD IMMEDIATELY. Individuals requesting replacement of stolen keys must supply a copy of the UAPD report along with a properly completed Lost Key Replacement Request Form to the key desk.**

To request a replacement key:

1. Contact the Departmental Authorized Key Signer to report the lost/stolen key(s).
2. The authorized departmental signer will complete a **Lost Key Replacement Request Form,** which must be signed with original signatures by the appropriate authorizing **Department Head and Building Manager**.

- Both signatures are **required**- For security reasons, department heads may **NOT** delegate others to sign in their absence.

3. Drop off the following items to the key desk for processing: **

   a. A completed Lost Key Replacement Request Form.
   b. A new, completed 4-part key request form.
   c. A copy of the requesting individual's Cat Card and Room Privilege Card
      - In the event the lost/stolen key is a building master, sub master or departmentally restricted key, the required forms for those keys must also be completed and attached.

4. The individual requesting replacement keys will be contacted after the request has been processed.

   Due to security protocols, additional processing time is required

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➢ **Key Return Policy**

It is the responsibility of each department to instruct outgoing departmental personnel in possession of University building keys to return all keys to the FM key desk prior to their departure.

> Note: Authorized departmental key signers are welcome to contact the key desk for assistance with key returns for outgoing personnel.

- All University building keys that are issued to individuals must be returned to the key desk so the key return can be properly documented. A key return receipt will be provided upon request.

- It is the personal responsibility of each *individual* to whom keys are issued, to return all keys to the key desk prior to leaving the University, the department, graduating, retiring or termination of employment either voluntary or involuntary.

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➢ **Departmental Key Tracking Reports**

Key tracking reports are reports generated in the key desk database giving a department's Authorized Signer restricted and sensitive information such as who has outstanding keys, which keys open which doors, etc. Key tracking reports can ONLY be requested and picked up by Authorized Signers within their department. A report must be requested in writing on University Departmental letterhead, or from the valid UA email address of an Authorized Departmental Signer. The report will be emailed as a reply to the valid UA email address of the authorized departmental signer.

** For security reasons, telephone or faxed requests are not accepted**

➢ **Contractors Requesting Key Access to University Buildings**

Contractors seeking key access to University buildings to perform services should contact their UA point of contact or the FM key desk at 621-1612 for information.

updated OCT, 25, 2011-effective NOV 1, 2011