

---

## **UNC – LOCK AND KEY POLICY**

### 1.1 Scope

The intent of this policy is to centralize the responsibility for maintaining, issuing and controlling all keys and locking systems on campus. Policy includes standard metal keys as well as encoded identification card keys.

An effective physical security (access control) program protects the University's

A list of all authorized signatures will be maintained in the Facilities Management office. The Vice Presidents and Deans will be asked to update the lists of authorized personnel as staffing changes occur in their areas.

### 1.3 Description

- A. A hierarchal type master key system is used for physical security at UNC. In addition an electronic card access system is in use in several campus buildings.
- B. The effectiveness of this system is dependant on continuous management control and the restriction of the number and type of keys issued, based solely on a definable need for access. Overall security considerations dictate that the issuance of keys be restricted. Officials authorizing the issuance of keys should carefully determine that an individual demonstrates a real need to have a specific key. Requests for master keys must be justified by the requesting department and authorized by the Dean or appropriate Vice President.

It is the responsibility of each key holder to maintain the security for all UNC keys in their possession. This includes storing all keys in a safe or other secure location when not in use.

Keys are not transferrable and should not be loaned to coworkers.

Key holders shall observe the scheduled hours or the building or area they have authorization to access. Unlocking buildings / rooms or propping doors during normally closed hours is strictly prohibited.

All persons issued University keys shall be held responsible and accountable for keys issued to them. The loss of a key may result in the re-keying of a portion of the campus at the expense of the authorizing department or the individual to whom the key was issued.

- C. Personal locks shall not be installed in any University facility without approval from the Assistant Vice President for Facilities Management. If a request is granted, a key for the lock must be kept on file with Facilities Management.
- D. Key Issuance Procedures:
  - 1. Keys will be issued at the Department of Facilities Management offices in Parsons Hall. The office is open during regular University hours, Monday through Friday.
  - 2. New Keys / Card Access

Keys/Card Access will be issued only upon submission of a completed key request card with an authorized signature, A separate key request card is required for each key. Key request cards are available from Facilities Management.



prior to being reissued. The issuance of a key can only be done through the use of a key request card. An individual who loans a key without prior written authorization becomes directly liable for misuse or loss of the key by a third party.

F. Key Return Procedures

Keys shall be returned to Facilities Management immediately upon:

- a. Termination of employment
- b. Resignation
- c. Changes in access needs