

## SP014 Key Access Policy

**Policy Type:** Administrative/Operations  
**Responsible Administrator:** Kim Case,  
Executive Director  
**Responsible Office:** Space and Facilities  
Management

**Originally Issued:** November 19, 2020  
**Revision Date:** N/A  
**Training Required:** No  
**LCME Required:** No

**Approved by:**



Marc J Kahn, MD, Dean

**Date:** December 23, 2020

### Definitions

**Key Holder:** A person to whom an authorized key has been issued.

**Building Master Keys:** These keys are rarely issued and require approval of the senior associate dean of administration and finance or the executive director of facilities management. In addition, a key protection plan must be submitted and approved.

**Building Sub-Master Keys:** These keys allow access to several areas within a building. Such keys may be made available to department heads or a designated department manager with budget authority. The holder of such keys shall have measures to secure them to avoid loss.

**Access Cards:** These plastic cards are programmable and grant the holder access via a computerized access services database system.

**After Hours Key Card:** Keys that allow access to a building through a single point of entry.

**Keyed Alike Keys:** These keys allow access to multiple rooms within a single building.

**Individual/Change/Pass/Space/Student Keys:** These keys allow access to one room or a single space.

**Key Request System:** The electronic system used at the Kirk Kerkorian School of Medicine at UNLV uses for requesting keys and/or access cards for school staff, faculty, students, contractors, etc.

**School of Medicine Help Desk:** Central processing department where all requests for key services are sent for processing.

Email: [help@medicine.unlv.edu](mailto:help@medicine.unlv.edu)

Phone: 702-895-0451

Location: 1701 W. Charleston Blvd, Suite 270

## Statement of Purpose

To state the school's position on the key management and card access in the school locations in alignment with [UNLV Campus Key Policy](#).

**The Nevada System of Higher Education (NSHE):** Oversees all state-supported higher education in the U.S. state of Nevada. The purpose of this policy is to provide optimal physical security and safety for building occupants and to protect the assets of the University of Nevada, Las Vegas (UNLV). This policy applies to all school of medicine buildings maintained by the university.

**Dean of the Kirk Kerkorian School of Medicine:** Has appointed the school space and facilities management (S&FM) department to oversee the key management process by medicine units that are subject to this policy.

## Entities Affected By This Policy

All school personnel who are issued keys are affected by this policy.

## Required Acknowledgement

All school of medicine personnel to whom an authorized key has been issued for a school location must read this policy and follow the required procedures.

## Policy

All faculty, students, and staff are responsible for maintaining building security. A key holder is responsible for all keys issued to them. University keys are the property of the state of Nevada. The holder of keys to any university facility assumes responsibility for the safekeeping of the key and its use. It is understood that the key is only to be used by the holder and that the holder will not make it available to anyone else. Should a loss occur due to a loaned key, the department will be responsible for the financial impacts of re-keying an area or facility. In an effort to minimize loss or misuse of keys, all key holders are strongly encouraged to leave the school and/or university issued keys in a secure location during non-working periods.

1. Employees will NOT loan or transfer their keys to any other individual.
2. Faculty, students, and staff shall not unlock a building or room for another individual unless the individual is known by them to have a legitimate need to enter. These requests can be referred to the department office or the school Help Desk.
3. Authorized access card holders are not allowed to let anyone into a building after business hours under any circumstances except for public safety personnel if required for an emergency.
4. Hard keys should be collected by the supervisor when an employee terminates or transfers within the school. The supervisor will manage tracking reassignment of hard keys within their department. If the key is no longer needed, it should be turned into the school Help Desk with an accompanying work ticket identifying key assignment and specific location.
5. Key access cards should be turned into the school Help Desk with an accompanying work ticket identifying staff termination, lost card, etc.
6. Outside doors are to be locked after normal business hours.
7. Maintenance gates and chains are to be locked immediately after passing through.
8. Unauthorized persons or suspicious activities are to be reported to University Police Services immediately.
9. Any found university keys should be turned in to the school Help Desk.

Deans, chairs, clinic administrators, and directors are responsible for the management of keys assigned to their various departments and units and must submit a work ticket to request new keys, lost keys, or returned keys.

All school of medicine personnel who plan to request key or card access to a school location must follow the required procedures in order to be authorized access.

### Related Documents

Please submit key and access request through the [Space Management Help Desk](#).

### Contacts

#### Space and Facilities Management

Email: [space@medicine.unlv.edu](mailto:space@medicine.unlv.edu)

Phone: 702-823-3701

#### Kirk Kerkorian School of Medicine Help Desk

Email: [help@medicine.unlv.edu](mailto:help@medicine.unlv.edu)

Phone: 702-895-0451