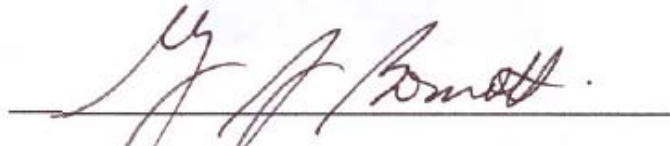


UNLV
UNIVERSITY OF NEVADA LAS VEGAS
CAMPUS KEY POLICY



Gerry, Bomotti, Senior Vice President for Finance and Business

1. PURPOSE

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 (the University). This policy applies to all buildings maintained by the University.

2. DEFINITIONS

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

Building Master Keys: These keys are rarely issued and would require approval of the Senior Vice President for Finance and Business 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 could 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 system.

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.

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

Access Services Department: The only University department authorized to make and distribute keys, change locks, re-pin/re-key entry points and modify Access Services.

Key Request System: the electronic system used at UNLV for requesting keys and/or access cards for UNLV staff, faculty, students, contractors, etc.

Facilities Help Desk (FHD): Central processing department where all requests for key services are sent for processing.

Phone 895-4357.

Location: Campus Services Building (CSB) Room 132.

Police Services Department (PSD)

Responsible for campus security.

Phone 895-3668.

Location: Claude I. Howard Public Safety Building (PSB).

NOTE: Access cards play a larger role in our campus key system each year. Therefore, the terms key and access card will be interchangeable throughout this document.

3. KEY HOLDER RESPONSIBILITIES

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 duplication or possession of any unauthorized University key is a misdemeanor pursuant to [NRS.205.080](#). The holder of keys to any University facility assumes responsibility for the safekeeping of the key and its use. It's understood that the key is only to be used by the holder and that they 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 University 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 Facilities Help Desk (FHD).
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. Keys will be returned in to the University Access Services Department at CSB-156 when an employee terminates or transfers within the University.
5. Doors to unoccupied rooms are to be locked when not in use. **
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 the UNLV Police Services Department immediately.
9. Any found University keys should be turned in to the UNLV Police Services Department or the UNLV Access Services Department.

** NOTE: Because buildings on campus have a diverse number of security levels and vary in daily usage, the locking procedures for unoccupied rooms, areas and buildings fluctuate. Occasionally requests are made for a room to be removed from the master keying system and placed on an individual change key. Such requests will be considered on a case-by-case basis and duplicate keys will still be issued to Access Services and Police Services for emergency access. Additionally, it should be noted that there will be no custodial services performed in these spaces unless prior arrangements are made with the Assistant Director, Facilities Management, Custodial and Recycling.

4. AUTHORIZATIONS – KEY REQUESTS

The Access Services Department will have a Locksmith Authorization Signature Form on file for each Department and Section on campus. These forms authorize department representatives to be Key Request Approvers as attested by the Dean or Department Head's signature on the form for that department. Once the form is received by the Facilities Help Desk (FHD), Approvers are entered into the Automated Key System along with the department they represent. Forms are electronically scanned and saved and hardcopies are placed on-file. Departmental Approvers are mandatory and a primary component of Key Request security. Keys will only be made after a departmental approver has authorized the request within the Automated Key Request System.

Note: New forms must be submitted to the Facilities Help Desk as changes occur to those designated as Department Approvers in your area. Please contact the FHD at 895-HELP (4357) for more information.

- **Building Masters:** With the approval of the Senior Vice President of Finance and Business or the Executive Director of Facilities Management.
- **Sub Masters:** Authorized by the Dean, Chair, Associate Vice President or Vice President responsible for their areas **only**.
- **Keyed Alike and Individual Change/Pass/Space/Student Keys:** Authorized by a Chair, Dean, Associate Vice President, or Vice President.
- **Access Cards:** Authorized by a Chair, Dean, Associate Vice President, or Vice President.

KEY REQUESTS: All key requests must be initiated in the Official UNLV Automated Key Request System and submitted well in advance of the date needed. **NO OTHER MEANS OF SUBMITTAL WILL BE ACCEPTED UNLESS SPECIAL CIRCUMSTANCES WARRANT.** The system can be found at: <http://facilities.unlv.edu/> and clicking on the Electronic Key/Card Request link. Requests are processed on a first come first served basis. Requests needed sooner due to extenuating circumstances should be noted on the request form. You may also contact the Facilities Help Desk by phone at 895-4357 and alert them personally should this become necessary. The Access Services Department will do everything possible to fulfill routine requests in a timely manner, generally within one to two days. However, the beginning of semesters will always present higher than normal demands and lead times. Failure to have a current signature authorization form on-file will result in keys not being issued and the request being delayed or rejected. **HARD COPY FORMS, FAXES, EMAILS, PHONE CALLS AND OTHER TYPES OF ELECTRONIC REQUESTS ARE PROHIBITED.**

- ◆ **NOTE: No “bulk” quantities of keys will be issued to a single person unless approved by the Executive Director for Facilities Management**

5. KEY IDENTIFICATION

Tags, markings and other forms of identification that refer to the University or a specific building or in any way indicate the purpose of the key are not to be attached to the key. The only identifying marks will be a series of numbers stamped on the key by the Access Services Department.

6. KEY FEES

Administrative Faculty, Academic Faculty, and Classified Staff personnel **will not** be required to pay for their **INITIALLY AUTHORIZED KEYS** but **will** be required to pay for replacement keys due to them being lost or stolen through personal or departmental negligence.

All costs associated with re-keying a department's building space will be the Department's responsibility when re-keying is determined to be necessary by the Executive Director of Facilities Management (FM) due to departmental negligence.

Departments are required to submit an Electronic Key Request Form for temporary staff, students and visiting faculty members. Individual key holders must be named on the Key Request Form. One key per individual will be issued and each individual must sign for their key. Returned keys will be credited to the department.

Key replacement fees are as follows:

- ◆ Building Master Key - \$1000.00
- ◆ Sub-master Key - \$50.00
- ◆ Individual Pass/Space Key - \$10.00
- ◆ Keyed Alike - \$10.00
- ◆ Access Cards - \$10.00
- ◆ Furniture/Cabinet Key - \$1.00
- ◆ Key Impressions - \$30.00 (includes one duplicate key) *

Broken or worn keys/access cards will be replaced at **NO CHARGE** and will be an exact reproduction of the original. Defective items should be brought to the UNLV Access Services Department at CSB-156 for disposal. A new Key Request Form must be completed to replace the defective keys/access cards.

* Some furniture/cabinet keys where a core number is not available will require taking the lock apart for an impression so that duplicates can be made.

7. KEY TRANSFERS

For security, safety, accessibility, and accurate recordkeeping, the transfer of **keys and access cards** both within and from department personnel, faculty members, students and other University staff is **STRICTLY PROHIBITED**. Keys/access cards no longer needed must be returned to Access Services at CSB-156. A new request must be submitted for new key/card holders. Persons found in violation of this policy can have their access privileges terminated.

8. KEY CONTROL AND INVENTORY

Each department will be responsible for keys issued within their department. It's required that each department maintains their own internal written inventory of keys and Key Holders. An inventory of all keys issued on campus is maintained by the Access Services Department. If you require help with your key inventory, contact the Facilities Help Desk (FHD) via an iService Desk request. Current work loads will dictate how quickly we can respond.

Requests for access cards shall come from the departments using the Automated Key Request system just like hard keys. All access cards will be issued through the departments from which they have been requested after they have been programmed by the UNLV Access Services Department. Should a Department wish to issue access cards to students, they must verify and attest that the student is officially and legally enrolled at the University. An end date for cards will be required for students.

9. KEY ISSUING GUIDELINES

For security and Departmental control purposes, Facilities Management recommends the following guidelines be adhered to for the issuing of keys:

- ◆ Deans, Chairs – Building Master with approval only (see page 1 above).
- ◆ Department Chair - Sub-master.
- ◆ Full Time Faculty and Staff - Pass/Space Key & Classroom Key, Access Card.
- ◆ Visiting/One-Year Appointment Faculty - Pass/Space Key & Classroom Key, Access Card.
- ◆ Graduates/Undergraduate Students - Pass/Space Key & Classroom Key, Access Card.

Access Cards will be issued to those requiring entrance after regular business hours or to Access-Controlled areas (TEC rooms, Computer Rooms, Labs, etc.) as approved by the proper departmental authority.

10. UNAUTHORIZED DUPLICATING/REPLACING KEYS

Duplicating or replacing keys through an agency, company, or private business other than the UNLV Access Services Department is **STRICTLY PROHIBITED**** and is a breach of this key policy and Nevada State Law. It could also be a breach of copyright law. When such violations are discovered, the appropriate Vice President, Dean or Chair and the University Police will be notified for appropriate action.

**** The duplication or possession of any unauthorized University keys is a misdemeanor pursuant to [NRS.205.080](#). In addition, it is illegal to duplicate the Yale® KeyMark® key because of its patented design (Utility Patent # 5,176,015). To duplicate it, by whatever means, will result in a lawsuit initiated by Yale against individuals and/or companies involved in the duplication.**

11. TEMPORARY KEYS/ACCESS CARDS

Temporary keys/access cards for visiting professors, temporary employees, students and contractors may be issued. Be sure to mark the appropriate areas of the Electronic Key Request form when asking for temporary keys and access cards. Cards will also require an expiration date that will be programmed into the computerized Access Services system. Cards will not function after that date.

12. RETURNING KEYS

When terminating employment, all keys **MUST BE RETURNED** via the clearance process initiated by Human Resources. All keys are to be brought to the Access Services Department located at CSB-156. It is the responsibility of the department to retrieve all keys from departing employees, faculty and students. The departing individual should copy all records supporting the number and type of keys returned for future reference. Individuals failing to return assigned keys prior to their departure **may** have a financial hold placed on their final paychecks and/or final grades/transcripts.

Employees transferring from one location to another within the University are also **REQUIRED** to return their current keys and request new ones via the Automated Key Request System for their new location.

13. LOST OR STOLEN KEYS

Lost or stolen keys **MUST BE REPORTED IMMEDIATELY** to UNLV Access Services and the issuing department so officials can assess the impact of such events against building/department security. In the case of stolen keys, it's suggested that the department contact UNLV Police Services at 895-3668 to file a theft report. Any lost or stolen key can present major security issues. The department should work with UNLV Access Services to perform a threat assessment and determine which accesses, if any, should be re-cored. All costs associated with re-coring and making new keys are bourn by the department, not Facilities Management. These costs can be substantial in the case of lost masters and sub-masters, which is why UNLV Access Services scrutinizes such requests to insure they are needed, carry proper authorizations, and that the requester understands the risks involved.

A Lost/Stolen Key Report must also be completed and sent to UNLV Access Services so the event can be noted on the key holder's record. This especially becomes important when the key holder terminates employment with the University. If the lost/stolen key is being replaced, an electronic version of the form can be activated and completed on-line when the replacement key is requested. Make sure to mark the lost/stolen button where indicated to trigger the form. If the key is not going to be replaced, you must still complete a hard copy Lost/Stolen Key Form. Contact the Facilities Help Desk at 895-4357 (HELP) to have a copy of the form sent to you. Completed forms should then be sent to UNLV Access Services at Mail Code 1048.

The cost of replacement keys is detailed on page 5. Payment must be made via an iService Desk Request with a chargeable account number at the time of the request for replacement. It's the department's discretion to determine if replacement charges will be passed on to the individual responsible for the keys at the time of the loss.

14. INSTALLATION, REPAIR, RE-KEYING AND RE-PINNING OF LOCKS

A. The UNLV Access Services Department or their approved, licensed contractor will perform all alterations, installations and repairs to door locks and mechanisms. All costs associated with the re-keying or re-pinning of a department's building space, including the replacement cost of EACH key cut, will be the financial responsibility of the requesting department and must be paid for via an IService request with a chargeable account. Worn or faulty hardware including fair wear & tear will be repaired or replaced at the discretion of Facilities Management and at their expense.

B. When remodeling or building renovation work is being performed either by UNLV Facilities Management or by UNLV Planning & Construction, the lock and hardware standards of the University must always be followed. All **non-university** locks encountered during a remodel or renovation will be removed at the department's expense. This will include the cost of any hardware necessary to complete the needed repair/replacement.

C. Any areas that are requested to be taken off the master key system so they can only be opened with a unique key are done so by exception only and must be approved by the Vice President or Dean of the department and the Executive Director of Facilities Management. This approval must be in writing with the department acknowledging their responsibility for the areas "off of key control". Customers should note that FM is obligated to make duplicate keys for Access Services and Police Services for emergency access. Additionally, it should be noted that there will be no custodial services performed in these spaces unless prior arrangements are made with the Assistant Director, Facilities Management, Custodial and Recycling.

15. LOCKOUT /ACCESS

If an individual with proper identification or a scheduled class is locked out during regular business hours, please call the Facilities Help Desk at 895-4357. A technician from Facilities Management will be dispatched to open the locked space. After regular business hours and on weekends and holidays, call Police Services Dispatch at 895-3668. Dispatch will call an on-duty Facilities technician to open the space. The requester will be asked to show proper identification before the door will be opened.

16. PERIMETER SECURITY – ACCESS CARD POLICY

The number of buildings having the Perimeter Access Services System, which requires an access card to enter after normal business hours, is continually expanding. Exterior doors are automatically locked at a designated time, as determined by the building's Dean, Department Head, or University policy.

A. BUILDING HOURS: Each building may have its own schedule for opening and closing as determined by the appropriate V.P., Dean, Chair or Director. Generally, open hours will be from **6:30 AM to 10:30 PM, Monday through Friday**, excluding university holidays and during the designated Winter Break period. When the building is closed, the electronic door locks will automatically engage. On Saturdays and Sundays most buildings will be scheduled closed except when special needs arise. These must be arranged through the Facilities Help Desk via an iService request.

B. ENTRANCE / EXIT: Buildings with a Perimeter Access Services System have designated entrances for access card use after regular business hours.

C. AUTHORIZED ACCESS CARD HOLDERS: Each person who is authorized to be in a campus building after business hours are required to have their access card and identification with them at all times. This will enable them to enter and exit the building under non-emergency conditions. These items will also serve as authorization to be in the building should Police Services officers question your presence in the facility.

NOTE: Authorized access card holders are not allowed to let anyone into any building after business hours under any circumstances except for first responders as required in an emergency situation.

D. FIRE ALARM EMERGENCIES: The Perimeter Access Services System in each building is connected to the building's fire alarm system. In the event of a fire alarm or loss of power, the system will disarm the electronic door locks in the lock position. An access card is not required to exit the building.

E. NON-FIRE ALARM EMERGENCIES: In the event of a non-fire alarm emergency, such as criminal activity, medical emergency, chemical spill, etc. call 911 from the nearest telephone (**DO NOT DIAL AN "8" FIRST**). Communication Officers monitor a 24-hour alarm system that handles both fire and security alarms. All UNLV fire and security alarms are monitored by this system. It is the responsibility of the communication officer on duty to notify the fire department, medical and rescue services as needed.

UNLV's Police Services also monitors a system of Emergency Call Boxes located strategically throughout the campus. This network of emergency telephones, identified by bright blue lights on top of the phones, provides immediate and direct access to the communications center. These are hands free telephones and when activated, automatically provide the dispatcher with the location of the caller once the large red call button is pressed.

17. INTERIOR ROOM SECURITY – ACCESS CARD POLICY

Campus Computing Services has established a list of Classrooms, Technology Enhanced Classrooms (TEC), and Computer Teaching Facilities that require the use of an access card to gain entry. Please visit their website at <http://oit.unlv.edu/instructionaltechnology/tecs.html> for more information, scheduling, the locations of facilities, and their access requirements. **If you are assigned to teach in one of these rooms, please ensure that your department has requested a modification to your access card rights so you will have access to these rooms.** If you are a part-time faculty member or graduate student and are teaching in one of these rooms, your department will need to process a Key Request Form to add access to each facility in which you are assigned to teach. Access cards for part-time employees are disabled at the end of each semester.

Additionally, there are many other interior rooms on campus that are departmental or sensitive in nature and are protected by the Access Card system. These include labs, server rooms, research facilities, telephone switch rooms, IDF rooms, and mechanical rooms to name a few. Access to these areas is restricted and governed by the policies of the University and the department(s) occupying those spaces.

18. TRAINING

Training on the proper use of access cards for staff, faculty and students, permanent or temporary, will be the responsibility of each department. Access card holders are required to know the following:

- How to use an access card.
- Emergency Procedures.
- Where the main entrances and emergency exits are located.

APPENDIX A
HARD COPY LOST / STOLEN KEY REPORT FORM SAMPLE

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LOST /STOLEN KEY REPORT

NAME: _____ DATE: _____

DEPARTMENT: _____ DEPT. EXT: _____

CHECK ONE: LOST STOLEN

NUMBER OF KEYS INVOLVED: _____

AREAS AFFECTED: _____
(Bldgs., Rms. Etc.)

SAMPLE

LOCATION WHERE KEY(S) WAS / WERE LOST / STOLEN: _____

TOTAL REPLACEMENT COST: _____
(\$5.00 per key)

IDR #: _____
For cost of replacement key(s)

Circumstances involved pertinent to any subsequent investigation: _____
(Attach additional pages if necessary to fully document)

SIGNATURE _____ DATE _____