

Curators Meeting February 14, 2019

Key Policy Questions

1. Can the Lock Shop produce key inventory lists by department, or just by building?
 - a. Mechanical key inventory reports have two systems. The old system can't be sorted on building or department, the new system can. Access cards can be sorted by building, department, name, banner number, or card number.
2. Is there a preferred, standardized form for reporting key inventory to the Lock Shop?
 - a. Microsoft Excel format.
3. Can a Curator enter a no-charge Work Order to request the Lock Shop key inventory list?
 - a. A Curator may enter a work order for a report, but the work order will be charged. UFM will provide inventory lists two times a year at no cost.
4. Can the Curator issue access cards for interior doors?
 - a. No.
5. Will there be special hours to pick-up cards and keys at the Lock Shop?
 - a. Currently pick up hours are 0700-0900 and 1200-1400 hours. We are looking to use the UFM service center for additional hours. There is a lock box on the exterior of the Lock Shop to pick up keys 24/7.
6. How many lock boxes are there for after-hours key pick-up? Should the after-hours key/card pick-up request be communicated on the Work Order?
 - a. One lock box that can serve 40 key requests. The pick-up location and hours will be listed on the work order.
7. Can you add another key pick-up location, such as the Student Center?
 - a. A lock box cost is approximately \$15,000. There is no funding at this time.
8. In academic buildings with multiple departments, is one Curator responsible for requesting all the keys for each department in that building at the start of each semester?
 - a. Department Administrator may delegate authority to a person in their particular department, who may not be the Curator.
9. Does each new Executive need to pick-up and sign for a key issued to them?
 - a. New Administrators will need to pick and sign for keys at the Lock Shop.

10. Does each part-time faculty or graduate student individually need to pick-up and sign for a key issued to them?
 - a. Curators can submit card access or key requests for part-time faculty for interior door access. Curators can pick up these keys/cards and sign them out to part-time faculty. See # 11 for questions about graduate students.
11. Does each part-time student individually need to pick-up and sign for a key issued to them?
 - a. Building Curators can request and pick up access cards for students and issue them for interior access. No hard keys issued to students.
12. If an employee is renewing an access card, do they have to come to the Lock Shop?
 - a. Only if the card has expired.
13. Do I need to initiate a Work Order to switch keys from a former card holder to a new one?
 - a. Yes, this is necessary to have accurate records of who has access. This was identified by the Office of Internal Audit as a requirement.
14. Will the Lock Shop still need the Curator and Department Head to sign an Electronic Lock Form with the Work Order?
 - a. Department Administrator, or authorized delegate can sign. This may not be the Curator.
15. How will the Associate Vice President for Facilities Planning and Operations determine when the Curator's tenure ends?
 - a. Tenures are indefinite.

5 - 12.403

OPERATIONAL PROCEDURES AND REGULATIONS REGARDING SCHEDULE OF USE AND CLOSED PERIODS FOR BUILDINGS OF THE UNIVERSITY

(A) Purpose. The university strives to provide a safe and secure environment and to meet the educational and professional needs of students and employees. Toward this end, these procedures establish open and closed periods for university property, provide for extension of open periods, and prescribe conditions under which persons may use closed facilities.

(B) Scope. This policy applies to all university owned, operated, or leased property (collectively “university property”). Key and access card control at regional campuses and college of podiatric medicine are managed by the respective dean or delegate. Annually the regional campuses and the college of podiatric medicine shall submit specific key and access card procedures along with a complete inventory of keys and access cards to the associate vice president of facilities, planning and operations. Kent state university museum is responsible for managing access to the museum located in rockwell hall.

(C) Definition. The following definitions shall apply to this policy:

- (1)** Key holder or cardholder. Any individual who has been granted individual access to university property whether through keys, access cards, or other similar means.
- (2)** University facilities management (UFM). A unit of the facilities planning and operations department containing the lock shop.
- (3)** Access card. A card with magnetic stripe programmed to allow access via an electronic door lock.
- (4)** Vendor. A supplier, contractor, or other outside entity providing services or product to Kent state university.
- (5)** Master key. A single key that opens all doors in a single building.
- (6)** Grand master key. A single key that opens all doors in multiple buildings.
- (7)** Unit. A general term used in this policy to refer to the relevant office, department, center, school, college, division, etc. requesting access or responsible for access to a designated area.
- (8)** Unit administrator. A department head, department chair, or dean.
- (9)** Facilities, planning and operations (FPO). A department consisting of the units of UFM, office of the university architect (OUA), and sustainability.

(D) Procedures.

- (1)** Building curator. It is the responsibility of unit administrator, to nominate the building curator, who must accept such nomination in writing. The department chair or dean shall forward the nomination for approval by the associate vice president for facilities planning and

operations. Such approval may be withdrawn at the sole discretion of the associate vice president. Upon such withdrawal, the department chair or dean shall make another nomination. In the event a building curator is not nominated by the department chair or dean within a reasonable amount of time, the associate vice president may appoint an interim building curator until such time as a nomination is put forth. For buildings with multiple departments, associate vice president, facilities planning and operations, will coordinate with the departments to select nominee. The regional campus dean, or delegate, functions as the building curator.

(2) University property shall be locked when closed or otherwise not in use.

(3) Non-academic buildings. Open and closed periods for all non-academic buildings shall be regulated by the building curator.

(4) Academic buildings. All academic buildings are closed from eleven p.m. to seven a.m., Monday through Friday, and all weekend hours unless opened by request of the building curator, scheduling office, conference bureau, or other authorized university official. This schedule is based upon the normal use requirements. Special hours are established for the university library.

(a) It is permissible for a building curator to open a building during the regularly scheduled closed periods for departmental use only, by using the key card or entering a UFM work order. The building curator assumes responsibility for the unlocking and locking times by submitting a work order to UFM and informing police services of the special event schedule. It is permissible for the regional campus deans, or delegates, to approve access outside normal operations hours. It is permissible for a building curator to close a building outside the times listed above providing the building curator has met the following criteria:

(i) The building curator has consulted the office of the registrar, conference bureau or other authorized university official to ensure officially scheduled building use is not adversely affected by the earlier closing of the building.

(ii) The building curator has made arrangements with facilities, planning, and operations for the installation of electronic locking devices on one or two exterior doors that are located at the primary entrances to the building. These locking devices will allow authorized personnel access to the building during the time in which the building is closed by the curator.

(iii) The building curator has coordinated securing the doors with electronic locking devices with facilities, planning, and operations, and has made arrangements with police services and UFM to secure all other exterior doors of the building at the time designated by the curator.

(iv) Mechanical locking exterior doors will only be unlocked and locked for student events. Staff can use the card access doors.

- (v)** The building curator has notified police services of the early closing dates and times.
- (b)** In the event of absence, the building curator may appoint a temporary building curator in writing and notify the building occupants and the associate vice president, facilities planning and operations. Upon the building curator's return, the appointment shall immediately terminate. The building curator shall notify the associate vice president, facilities planning and operations, in writing, of resignation.
- (c)** A university or university-contracted employee, or vendor, may use a closed building under the following conditions:

 - (i)** The employee has the permission of the building curator.
 - (ii)** University-contracted employee is engaged in the performance of a contracted job.
 - (iii)** The employee displays an access card and, if employed by the university, possesses a valid Kent state university identification card.
- (d)** A student may use a closed building under the following conditions:

 - (i)** The student has the permission of the building curator, and department/school chairperson where appropriate.
 - (ii)** The student possesses a valid Kent State university identification card.
- (5)** Regional campuses and college of podiatric medicine are responsible for managing building access under the authority of the respective dean or delegate.
- (E)** Violation. Failure to follow this rule may result in loss of access to university property or termination of appointment as a building curator, at the discretion of the senior vice president for finance and administration or designee.

Policy Effective Date: May. 15, 2019

Policy Prior Effective Dates: 5/16/1988, 10/3/2005, 6/1/2007, 2/4/2011, 3/1/2015

5 - 12.405

OPERATIONAL POLICY REGARDING KEY AND ELECTRONIC ACCESS CONTROL

- (A)** Purpose statement. This policy provides for the issuance and accountability of all keys and access cards, which control access to university-owned, operated, or leased properties (collectively “university property”). University facilities management (UFM), through its lock shop, is responsible for the administration of this policy and for providing keys and building access cards to university faculty, staff and students for all university property. Each regional campus and college of podiatric medicine has independent locksmith services operating with the parameters of this policy. Residence services has in-house locksmith services.
- (B)** Scope. This policy applies to any individual who has been granted authorized individual access to university property. All key and building access cardholders are responsible for the keys and access cards assigned to the individual. This policy does not apply to access to residence halls as managed by the department of residence services. The residence services lock shop is responsible for managing access control for all key and access cards to residence halls. Access to the Kent student center will be managed by the Kent student center administration. Keys and access cards will be supplied by UFM. Key and access card control at regional campuses and the college of podiatric medicine are managed by the respective dean or delegate. Kent state university museum is responsible for managing access to the museum located in rockwell hall.
- (C)** Definitions. The definitions provided in rule 3342-5-12.403 of the Administrative Code shall apply to this policy as appropriate.
- (D)** Procedure. UFM is responsible for the installation, changing or removal of locks and other forms of access to university property. UFM is responsible for the distribution of all keys and access cards, which shall remain the property of Kent state university. Key and access card control at regional campuses, residence services and the college of podiatric medicine and Kent student center are managed by the respective dean, department head or delegate. Annually, the regional campuses and the college of podiatric medicine shall submit specific key and access control procedures along with a detailed inventory of keys and access cards to the associate vice president of facilities, planning and operations. No person shall knowingly possess an unauthorized key or access card for Kent state university.
- (1)** Lost key or access card. In the event a key or access card is lost or stolen, UFM shall determine if rekeying of the point of access is required. Such determination will be made in consultation with the affected unit administrator, and any such costs associated with the rekeying shall be charged to the unit. Fees for keys lost or not returned by individuals upon leaving the university are the responsibility of the issuing unit.
 - (2)** Duplicating keys is prohibited.
 - (3)** All building master key and grand master key requests must be approved by the associate vice president for facilities planning and operations.

- (4)** Temporary access to areas may be granted to vendors only by FPO and police services. FPO is responsible for the development and implementation of the process for granting such access and shall communicate this process directly to affected individual units.
- (5)** Unauthorized locks are prohibited on doors and if found will be removed and discarded. Any damages or repairs resulting from the removal of unauthorized locks will be the responsibility of the unit responsible for the affected area if found in violation of this policy.
- (6)** Electronic locks installed on exterior door(s) must be connected to the KSU network centrally controlled system. The exceptions are regional campuses and the college of podiatric medicine.
- (7)** All key and access card requests shall be submitted on the UFM lock shop form. Keys are issued from UFM to individuals and will remain in the key holder's name until UFM physically receives and processes the keys as returned.
- (8)** Keys and access cards are issued from the Kent student center to individuals and will remain in the key holder's name until the Kent student center physically receives and processes the keys as returned.
- (9)** All key holders and access card holders shall report lost or stolen keys immediately within 24 hours of discovery to UFM lock shop and department or unit.

(E) Responsibilities.

- (1)** The unit administrator is responsible for:
 - (a)** The full implementation of this policy within the designated area;
 - (b)** Approving (or delegating authority to building curator to approve) key or access card requests and forwarding such requests for further processing in accordance with this policy;
 - (c)** Approving the completed annual key and card access inventory provided for in paragraph (E)(2)(b) of this rule; and
 - (d)** Maintaining appropriate departmental records subject to an internal review;
- (2)** The building curator is responsible for:
 - (a)** Reviewing an annual inventory, provided by UFM, for all faculty and staff who have key access to the building. regional campuses, residence services and the college of podiatric medicine shall submit a key inventory to UFM lockshop on an annual basis.
 - (b)** Renewing each semester the access cards issued to students who have continuing need for the access cards;
 - (c)** Building curators shall work with the registrar's office to obtain a course schedule prior to each semester, and issue mechanical keys to the instructor for access to the assigned

classroom. Curators shall request changes to staff access cards for access to classrooms by sending a list of changes, attached to a work order, to the UFM lock shop. The curator shall keep an inventory of keys and cards issued to instructors for access to classrooms which shall be submitted to the UFM lock shop for review twice a year.

(3) The individual requesting access is responsible for:

- (a)** Completing the appropriate request form and securing approvals;
- (b)** Picking up and signing for keys or cards from UFM lock shop;
- (c)** Only the keyholder and/or access cardholder may sign for the keys or access cards;
- (d)** Maintaining and securing keys or access cards under their control;
- (e)** Reporting lost or stolen to UFM immediately within 24 hours of discovery to UFM lock shop; and
- (f)** Paying any replacement fee resulting from loss or failure to return an assigned key.

(F) Violation. Employees in violation of this policy will be referred to human resources for appropriate disciplinary action.

Policy Effective Date: May. 15, 2019