

University of Cincinnati




Vice President for Administrative Services

Mail Location 630  
Cincinnati, Ohio 45221

August 17, 1989

ADMINISTRATIVE MEMORANDUM #106

TO: All Administrative Unit Heads  
FROM: Howard W. Bell, Jr.   
RE: University Key Policy

Attached is the University Key Policy. With the exception of the University Hospital, this policy must be adhered to by University personnel in order to maintain security of our facilities.

This policy will be effective September 1, 1989. Questions about the policy may be directed to the Department of Public Safety (556-4901).

HWB/dl

Attachment

**UNIVERSITY OF CINCINNATI  
KEY POLICY**

**POLICY**

For security purposes, certain areas of the university must be secured when not in use. Personnel whose job duties require admission to those areas will be assigned a key for convenience of entry. Assignment of a key to a specific area shall be requested and approved only by the department head primarily responsible for the area or his/her designee. The Department of Public Safety Key Control Office is the only office authorized to issue keys at the University of Cincinnati.

**PROCEDURE**

- I. It is the responsibility of the Department Head to assign keys to his employees and request replacement keys when necessary as outlined.
  - A. **Authorization of Keys**
    1. Department Head, Dean or Administrator of an area is authorized to sign for a door key, submaster and master keys.
    2. Grand Masters must have the Department Head, Dean or Administrator of the area's signature as well as be counter signed by an authorized person in the Public Safety Department.
  - B. **Requesting Keys**
    1. All keys must be requested on a key request card and forwarded to the appropriate Key Control Office for processing.  
(No department is to issue keys at any time.)
    2. An employee should be assigned one key per door. If more than one key is requested, the request will be resubmitted to the department head for justification.
    3. All keys will be signed out in an employee's name rather than a department's name except in the service areas identified in this policy.
    4. If the key is not in stock at the time the employee submits the request form, a notice will be sent to the employee when the key is ready for pick up.

5. Employee must bring his/her university identification badge to the Key Control Office to obtain the requested key/s.

**C. Classroom Keys**

1. Classrooms that are under the jurisdiction of a department--a faculty member can obtain a key following the same procedure in Section I (B).
2. Classrooms that are classified as "General Purpose" and under the jurisdiction of the Registrar's Office for scheduling--a faculty member can obtain a key by going to the Key Control Office and presenting his/her university identification badge. The Key Control office personnel will authorize the key request card for the faculty member to receive the key.

**D. Termination or Transfer from Department**

1. It is the responsibility of each department to ensure that all keys are to be returned by the employee to the appropriate Key Control Office upon termination from the university or transferring from one department to another.
2. A key should not be transferred from one person to the next without following procedure for requesting keys.

**E. Lost Keys**

1. If an employee's key is lost or stolen, it should be immediately reported to the appropriate Key Control Office. There would be no charge to the individual employee for a replacement key. However, the department head would be notified and he/she would decide if a lock change is warranted due to the lost or stolen key/s.

**F. Lock Changes**

1. A lock change can be requested by phone with a follow up memo sent to the appropriate Key Control Office. The department head or his designee that is authorized to sign for keys will be responsible for requesting lock changes.
2. A charge will be affixed to each door for which a lock change is requested. A limit of 20 keys will be supplied with a lock change without additional charge. (Exceptions will be made on a case by case basis where theft/burglary of an area has occurred.)

## II. Service Areas

The following areas are identified as service areas where employees carry keys (that are assigned to them on a daily basis and returned at the end of the work day) to areas wherein they are not directly employed: Housekeeping, Maintenance, Police, Grounds and Movers, Transportation, Campus Planning and Design and Construction.

- A. All Service Areas must report missing keys from key rings in their area promptly to the University Police. If a building master or grand master is lost/stolen and theft problems should begin to take place, the Safety Director would be responsible to take appropriate action as he deems necessary.

## III. Contractors

- I. It is the responsibility of the Department Head or designee of an area to notify the Public Safety Department to make the necessary arrangements that would allow a contractor to gain entry to a locked area during non business hours.
  - A. Department Head, Dean, Administrator of an area, Director of Design and Construction, or Director of Planning is authorized to sign for keys for contractors.
  - B. All keys must be requested on a contractor's key request form which can be obtained from the Key Control Office, Design and Construction or Planning.
    - 1. A key request form must be submitted for each key being requested unless all are done at the same time and for the same area.
    - 2. Keys are to be picked up from the appropriate Key Control Office only.
    - 3. Contractors are to return the key/s to the Key Control Office upon completion of the project. (No key can be transferred to next subcontractor.)
    - 4. A form of photo identification must be shown to obtain key/s.
    - 5. If a key assigned to a contractor is lost, the department head would decide if the area should be re-keyed. The charge for the lock change would be the responsibility of the contractor.