PURPOSE

This Medical University policy is intended to provide appropriate security for campus facilities in order to protect life, research integrity, equipment and supplies, personnel records, and patient confidentiality. This policy provides for the administration and control of keys.

OVERALL KEY POLICY

1. Ownership of Keys:
   All keys are property of the Medical University of South Carolina. The Engineering and Facilities Unit (E&F) is the authorized provider and manager for all keys.

2. Administration of the Key System
   The Engineering and Facilities department is responsible for the overall administration of the campus key system. It is responsible for the following:
   - Installation and maintenance of all interior and exterior door locks, lock cores and other latching devices.
   - The manufacture and issue of all keys.
   - Maintenance of accurate controls and records to provide accountability for all keys issued.
   - Establishment of procedures to govern issue and control of keys.

3. Departmental Responsibility
   The Department Manager is responsible for all keys utilized by their department. Keys are issued to specific employees. Duplicate or multiple keys for a department will not be issued to the same person. Department Managers are responsible for assessing which employees within their department are authorized to have keys and are also responsible for approving the resulting key requests. The Department Managers/Administrators are responsible for collecting keys from individuals upon their departure from the University or if transferring from one department to another and for reporting lost keys.

   Departments shall not change locks or lock cores, re-key existing locks, or install new locking devices.

   If it becomes necessary to replace or re-key one or more locks because of a lost key, the expense of replacement or re-keying will be the responsibility of the department administrating the lost keys.

4. Individual Responsibility
   Individuals may use keys only in their official capacity for the University. All keys must be returned to the Engineering and Facilities Lock Shop or to Public Safety upon termination or departure from the University.

5. Duplication
Reproduction of keys by anyone other than the Engineering and Facilities Department is strictly prohibited.

GENERAL PROCEDURE FOR UNIVERSITY KEYS

1. Request for University Keys
   Keys will be made by the Engineering and Facilities Lock Shop upon receipt of a request through the AiM Customer Request form (http://academicdepartments.musc.edu/vpfa/eandf/services/aim_customer_request.htm). Upon receipt of the key request, Engineering and Facilities will contact the requesting department for funding approval. Upon approval, the key request is routed to the Lock Shop for key manufacturing. Further approval of master or sub-master key requests may be required by the Building engineer once the request arrives at the lock shop and if additional information is needed the Building Engineer or Lock Shop supervisor will contact the requestor. Employees are required to pick up and sign for all keys at designated locations around the campus. The Lock Shop will contact the requestor to notify them when keys are ready and to arrange for pick up at one of the following locations:
   - University Hospital, first floor North Tower Security Desk
   - Institute of Psychiatry, first floor security desk
   - Ashley River Tower, garage level emergency entrance at the security desk
   - Rutledge Tower, first floor security desk
   - University Public Safety office.

2. Expedited Keys
   Additional cost may be required for any expedited key manufacturing request made to the Lock Shop.

3. Manufacture of Keys
   The Lock Shop will make all keys once the request is approved. The keys will be issued in the name of a specific employee.

4. Records
   The Lock Shop will maintain the primary records for all keys issued. Records, at a minimum, will include the following information for each key issued:
   - Key Number
   - Building(s)
   - Room(s)
   - Department
   - Employee issued the Key(s)
   - Date Issued
   - Signature of person receiving key(s)
Upon request from a department, the Lock Shop will prepare a list of those keys issued to that department.

Each department will have the responsibility for those keys issued to particular employees within that department. This responsibility includes maintenance of the Key assignment. Keys are issued to a specific employee and should not be transferred among individuals within a department without the involvement of the Lock Shop. All keys that are issued together on a locked key-ring shall remain on that key-ring. Locked key-rings should not be disassembled or broken apart.

5. Return of Campus Keys
Department Managers are responsible for collecting keys from individuals upon their departure from the University. Excess keys should be monitored and returned to the Lock Shop when no longer needed. Excess and unnecessary keys in circulation create a liability to the individual departments.

6. Lost Keys
In the event that a key is lost, the employee or the Department Manager should report the loss immediately to Public Safety and the E&F Lock Shop. The Department Manager must make individuals in his/her department aware that lost keys should be reported immediately. To obtain a replacement key, a new iService work request must be initiated listing the Public Safety Lost State Property report number. There will be an additional charge for lost keys.

7. Worn or Broken Key
A replacement for a worn or broken key will be provided by exchange for the defective key. The Department Manager should simply notify the Lock Shop of the problem and turn in the defective key when picking up the replacement.

8. Key Duplication
It is strictly prohibited to attempt to have any University key duplicated.

9. Keys for Service Personnel
Tagged rings of keys will be assigned to the E&F Housekeeping Department for daily issue to employees by Housekeeping supervisors. Keys will be assigned to a specific supervisor. At the end of each shift, the keys will be secured in a locked cabinet in the Housekeeping Offices. All keys that are issued together on a locked key-ring shall remain on that key-ring. Locked key-rings should not be disassembled or broken apart and keys shall not be reassigned without notifying the Lock Shop. Keys for E&F Shop employees are to be issued on an individual basis to specific employees as approved by their supervisor.

10. Department Use Keys
Groups of keys may be provided to a Department Manager for local daily issue to students and other temporary uses, provided the department maintains accurate records of their key management. Keys for this use should be requested using the iService work
request process. Keys provided for this purpose will be assigned to the requesting Department Manager who will be responsible for the management of these keys. Department Use Keys will remain the responsibility of the Department Manager and are not to be reassigned to other employees other than on a daily basis. Ownership of a key may not be transferred to another employee without notifying the Lock Shop. Department records for management of these groups of keys, or key boxes, may be audited by the Lock Shop at any time. If accurate records of Department key management are not maintained, these Department Use Keys will be collected by the Lock Shop and only individual keys will then be issued to specific employees.