Managing access to spaces on the UW-Eau Claire campus – whether it be with keys, combination, or electronic devices – is necessary to balance the need for security, safety, and loss protection with the access needed to function.

With that goal, Facilities Management at UW-Eau Claire manages the installation of door locking/access hardware and the issuance and return of keys along with record-keeping.
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1. **REQUESTING KEYS**

1. Determine what building(s) and room number(s) you need to access.

2. Determine who needs to authorize the access requested. A return date may be required.

3. Fill out a UW-Eau Claire Key Authorization form available on the Facilities Management website. A key return return date is required for anyone other than UW-Eau Claire permanent and LTE faculty and staff. Send the completed form to Facilities Management for processing.

4. Keys will be ready for pick up by the requestor within two working days of receipt of the completed Key Authorization form at Facilities Management.

5. Facilities Management will notify the requestor when the keys are ready for pick up.

6. The requestor must sign for receipt of the keys after displaying a photo ID.

2. **KEY RESPONSIBILITIES**

Possession of a University key carries statutory responsibility.

I. Wisconsin Administrative Code, Section UWS 18.06 #12

   a) No person may duplicate a university key or request the unauthorized duplication of a university key.

   b) No person may transfer any university key from an individual entrusted with its possession to another person, or be in unauthorized possession of a university key.

   c) Keys in the possession of unauthorized persons may be confiscated.

II. By possessing a key, the keyholder agrees not to compromise the security of any area or building and further agrees to secure each door upon leaving the area.

Note: Authorized persons or authorized possessions are only those persons or possessions with Key System documentation of authority to possess or control a university key. Authorization is specific to each key issued.
Obtain UW-Eau Claire authorization signatures as required for the type of key requested. Following are the minimum authorization requirements by type of key.

<table>
<thead>
<tr>
<th>Authorization Type</th>
<th>Department Chair/Director</th>
<th>Building Coordinator</th>
<th>Facilities Mgmt Assist Director</th>
<th>Facilities Mgmt Assoc Director</th>
<th>Facilities Mgmt Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department Pass Key</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>B. Department Master Key</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>C. Building Exterior Door Key</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Building Master Key</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Grand Master Key</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**X** Authorized Signature

A. Operates one or more doors within a single department. *(Only one signature required)*
B. Operates multiple doors within a single department. *(Only one signature required)*
C. Operates the building exterior door. *(Both signatures required)*
D. Operates most doors within a building. *(Both signatures required)*
E. Operates most doors in multiple buildings. *(Justification from Dept Chair/Director or Building Coordinator required).*

Facilities Management uses a computerized system to track the return dates of all keys issued. Therefore it is mandatory that a return date is indicated per the following table when authorizing the issuance of keys. Return dates should realistically reflect the anticipated length of need for the key.

<table>
<thead>
<tr>
<th>Return Date Requirement</th>
<th>Faculty and Staff</th>
<th>Emeriti</th>
<th>LTEs</th>
<th>Students</th>
<th>Contractors, Consultants &amp; Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>No return date required</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of project --- <strong>ONE YEAR MAXIMUM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Academic Year maximum (End of Semester)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
4. **DEPOSITS**

<table>
<thead>
<tr>
<th>Faculty / Staff / Students</th>
<th>No deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractors, Consultants &amp; Vendors</td>
<td>No deposit - signed Key Agreement required</td>
</tr>
<tr>
<td>Non-UW-Eau Claire state employees and other non-UW-Eau Claire personnel</td>
<td>No deposit - must complete contact information form</td>
</tr>
</tbody>
</table>

5. **RETURNING KEYS**

- **UW-Eau Claire faculty & staff** -- **MUST** return all building keys to Facilities Management in person before discontinuing your employment or transferring from your present position. **Do not turn keys over to the person assuming your position, to the department chair or to any other person. You will be held responsible for all keys issued to you.**

- **UW-Eau Claire students** -- **MUST** return all keys in person to Facilities Management on or before the return date indicated on the Key Authorization form, upon leaving school or on the completion of any activity that required authorized access to a specific area. **Do not turn any keys over to anyone else. You will be held responsible for all keys issued to you.** (Housing RAs are to follow housing key return procedures)

- Keyholders other than UW-Eau Claire staff or students (e.g., contractors, consultants and vendors) -- must return all keys in person to Facilities Management upon completion of the authorized project, seminar, contract, performance, etc. and before the return date indicated on the Key Authorization form.

- **Individuals issued temporary keys** -- must return keys as indicated by the return date on the Key Authorization form.

- **Emeriti** -- must return all keys upon retirement. Issuance of keys required to continue work on campus, or affiliation with campus activities, will be granted with the authorization of the appropriate Building Coordinator.

- **Facilities Management intends to pursue all efforts required to recover unreturned keys, including a registration / records hold, the assessment of a non-refundable minimum $50.00 fine and the withholding of final payment to contractors.**
6. **LOST OR STOLEN KEYS**

Steps to follow if keys are lost or stolen:

1. **Notify Facilities Management immediately upon the event of loss or theft of keys.** A Lost Key report must be filed as soon as possible with Facilities Management. Facilities Management will notify UW-Eau Claire Police, the Building Coordinator, Office of Risk Management, Facilities Management Associate Director and Department Chair indicating which keys are missing.

2. The Department Chair or Director of the affected area and the Building Coordinator will review the effects of the missing keys. The Building Coordinator is to continually assess lost keys and security breaches (i.e., theft) and may initiate a request to re-key building-wide hardware.

3. The Facilities Management Director or Associate Director will make the decision whether or not to rekey the affected areas.

4. Replacement keys will not be issued until a Lost Key report and a new Key Authorization form is completed and submitted.

7. **USE OF NON-UNIVERSITY LOCKS**

- Any lock installed on UW-Eau Claire property must have a key on file with Facilities Management.

- No lock may be put on UW-Eau Claire property without written authorization from the Director or Associate Director of Facilities Management. Examples of approved arrangements between a Department and Facilities Management are as follows:

  a. Locks for personal lockers rented through the University.
  b. Locks issued by the Athletic department for personal athletic lockers.
  c. Personal locks for laboratory equipment drawers.

Facilities Management reserves the right to physically remove any unauthorized locks.
8. **REGISTRATION / RECORDS HOLD AND FINE ASSESSMENT**

- If assigned keys are not returned to Facilities Management by the return date as stated in this policy, Facilities Management will send a written notice and/or electronic notification of the delinquency or obligation to the keyholder including steps the keyholder may take to clear the delinquency or obligation.

- If the student has not responded within three weeks of the first notification, Facilities Management will send a copy of the delinquency notice to the University Collections office indicating a registration / records hold is to be placed and a $50 fine to be issued. The hold will remain in place until the keyholder pays the (minimum) $50 fine, and returns the delinquent key(s) or submits a lost key report to Facilities Management.

- Facilities Management, the University Collections office and the Registrar will follow established guidelines for withholding students’ registrations and records as described in UW-Eau Claire University Policy Book page 3:13.

9. **KEYHOLDERS OTHER THAN UW-EAU CLAIRE STAFF AND STUDENTS**

- Review needs with the Facilities Management Director, Associate Director, Project Coordinator, Shop Supervisor or similar UW-Eau Claire contact.

- All contractors, consultants and vendors must have a current Key Agreement form on file.

- All keys must be returned at the completion of the project for which they were issued and before the return date on the Key Authorization form. Payment may be withheld pending return of keys to Facilities Management.

- Report all lost or stolen keys to Facilities Management immediately.

- Contractors, consultants and vendors may be charged a significant fee for rekeying due to lost or stolen keys.

- Non-UW-Eau Claire state employees must have a completed Contact Information form on file with Facilities Management prior to being issued any keys. Key authorizations for such employees will be valid for a maximum of one year.
10. **KEY RETAINERS**

- Any department on campus requesting authorization to possess rings of keys to be used periodically by various students or employees of that department must obtain approval by the Director or Associate Director of Facilities Management.

- An individual from the requesting department must accept responsibility for and monitor the use of such rings of keys issued to the department.

- The requesting department and the responsible person must control the use of these rings of keys by installing a key retainer box for each ring or sealed multiple rings of keys.

- The cost of purchasing and installing the key retainers will be borne by the requesting department.

- The key retainers will be installed and inventoried by Facilities Management. Keys will be installed on sealed keyrings. Adding or removing keys will require replacing the ring at the cost of the department.

11. **DEPARTMENTALLY CONTROLLED PASS KEYS**

- Departments that control rooms used for short periods of time such as study and practice rooms may request delegated control of the keys to those rooms.

- With the approval of the Facilities Management Director or Associate Director, the keys for such rooms may be issued to a responsible person in the requesting department to control, inventory, secure, dispense and reclaim as needed under the following conditions:

  1) A maximum of two keys per room will be issued.
  2) The keys may only be capable of opening doors within the department.
  3) The person responsible for the management of the keys must sign for them.
  4) Inventory, securing, issuance and recovery of the keys will be the sole responsibility of the department and the responsible person signing for them.
  5) Replacement of lost keys will be at the expense of the department.
  6) Rekeying of rooms required due to mismanagement of the keys or at the request of the department will be done at the expense of the department.
12. **COMBINATION OR CARD READING LOCKSETS AND SPECIAL ACCESS SYSTEMS**

Combination, electronic locksets, and special access systems may be installed by departments as desired within the following requirements.

1. The requesting department will be responsible for the cost of installation, maintenance and replacement of all such locksets or systems.
2. Requests for installation of electronic access systems [both off-line or on-line systems] in campus [non-Housing, non-Centers] facilities must include a memo from the Department Chair specifying:
   a. Which specific position in the Department [or College Dean in the case of an access system affecting a number of different departments] will be assigned the work of learning the Blackboard software and keeping the access permissions current and
   b. Which department will be responsible for the future costs of maintenance, repair, or modification of the hardware. *Blackboard is the campus standard for electronic access systems. All installed hardware must be Blackboard-compatible.*
3. A key override be installed in all such locksets and systems.
4. If requested, Facilities Management will provide secure combination changes based on a computerized recording system and at the cost of the department.
5. The department will be responsible for negotiations with the vendor on the design, purchase and installation of all computerized special access systems.
6. Facilities Management must review the plans for all non-standard security systems before installation and inspect the installation upon completion.

13. **SPECIAL NEEDS**

All special needs regarding keys that are not addressed in this policy shall be directed to Facilities Management for consideration by the Director or Associate Director.
1. Determine what building(s) and room number(s) you need to access.
2. Fill out the Key Authorization form.
3. Obtain authorization signatures as required for type of key(s) requested. A key return date may be required.
4. Forward the Key Authorization form to Facilities Management for further processing. Keys will be ready for pick up by the requestor within two working days from receipt of completed Key Authorization form. Facilities Management will notify the requestor when the keys are ready.
5. A deposit is not required for UW-Eau Claire faculty, staff, and students. A signed Key Agreement is required for contractors, consultants, vendors. Non-UW-Eau Claire state employees must provide Contact Information form.
6. All keys will be issued only at Maintenance & Central Stores office 103. The keyholder must present a photo ID to receive keys.
7. All UW-Eau Claire staff MUST return all building keys to Facilities Management in person before discontinuing your employment or transferring from your present position. DO NOT turn over your keys to the person assuming your position, the Department Chair, or any other employee.
8. All UW-Eau Claire students MUST return all keys in person to Facilities Management on or before the return date indicated on the Key Authorization form, upon leaving school, or on the completion of any activity that required authorized access to a specific area. DO NOT turn any keys over to anyone else. You will be held responsible for all keys issued to you. (Housing RAs are to follow housing key return procedures). Facilities Management will fully enforce policies regarding failure to return keys.
9. All non-UW-Eau Claire personnel (e.g., contractors, architects, engineers, temporary instructors, and vendors) MUST return all building keys in person to Facilities Management upon completion of project, seminar, etc. or by the return date indicated on the Key Authorization form. Facilities Management reserves the right to withhold final payment and/or assess costs associated with rekeying due to non-returned keys.
10. All individuals issued temporary keys must return keys within 30 days of issuance or as indicated on the Key Authorization form by the Director or Associate Director of Facilities Management.

In case of lost keys, immediately notify Facilities Management at 836-4450. Submitting a Lost Key report is required for all lost keys. A replacement key charge may be assessed.

The UW-Eau Claire Key and Access Hardware Policy and Procedure can be found on the Facilities Management website. [www.uwec.edu/Facmgmt/services/keyManagement.htm](http://www.uwec.edu/Facmgmt/services/keyManagement.htm)
Receipt of this key comes with responsibilities.

1. Wisconsin Administrative Code, Section UWS 18.06 #12

   A. No person may duplicate a University key or request the unauthorized duplication of a University key.

   B. No person may transfer any University key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a University key.

   C. Keys in the possession of unauthorized persons may be confiscated.

2. Keys may be kept out for duration of project and must be returned immediately at project completion.

3. By possession of a key, the carrier agrees to not compromise the security of a campus area or building. When leaving, ensure that all doors are secured as they were upon arrival.

4. Loss of this key may necessitate rekeying of one or more buildings and may cost thousands of dollars. This cost could be assigned to the party losing said key.

5. Keys must be returned to Facilities Management immediately upon completion of the project and before the return date on the Key Authorization form. Final payment to the contractor may be withheld until all keys have been verified as returned.

6. Violation of these requirements may result in loss of key privileges. Lost time and inconvenience to the contractor due to delayed entry into secured areas as a result of such loss of privileges will be at no cost to the University or the State of Wisconsin.

7. The University's interests must be protected at all times.

Last Revision October 2013