

FACILITIES ACCESS CONTROL POLICY

Appendix B

Procedures for Key Custodians

Definition

Key Custodian: A designated employee responsible for the distribution, monitoring, and collection of keys for specific University facilities.

Procedures

- A.** Deans, Associate/Assistant Vice Presidents, or Directors may designate an employee as Key Custodian for a particular department or office by submitting a request to Facilities Management using the [Key Control Form](#).

The *Key Control Form* must be signed by:

1. The Key Custodian
 2. The Key Custodian's supervisor
 3. The Dean, Associate/Assistant Vice President, or Director responsible for the area(s) expected to fall under the Key Custodian's purview
- B.** Facilities Management will complete the following steps before authorizing the Key Custodian Designation Form:
1. Complete a physical site review with the future Key Custodian
 2. Review the lockbox location
 3. Review the lockbox capabilities and approve its use for key control purposes
 4. Provide an estimate, as necessary, for equipment and installation applicable to required security measures
 5. Review access to the lockbox
 6. Conduct initial key inventory with Key Custodian
- C.** Key Custodians must:
1. Complete an annual inventory of all keys
 2. Prepare Key Control Forms for all new key issuances, separations, transfers, etc. and ensure the forms are approved by the appropriate supervisor prior to submitting to Facilities Management
 3. Maintain a Key Control Log
 4. Keep all keys in a secure location (i.e. approved lockbox)
 5. Report all lost/missing keys to appropriate authorities, including the applicable supervisor
- D.** Annually, Facilities Management must:
1. Complete a review of Key Custodian information including annual inventory and Key Control Log(s)
 2. Verify location of key lockbox continues to be acceptable