Operating Protocol-Procedure #: 807
Category: College Facilities
Office of Primary Responsibility: Facility Services

Approval Date: 3/16/15
Effective Date: 3/16/15
Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To establish procedures to control and track the issuance of keys to offices and campus buildings at all campuses and sites of Pueblo Community College.

Applicability (Identify to whom this Operating Protocol applies)

All employees

Definitions (Define abbreviations, acronyms, and technical terms)

None

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

None

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

The Director Facilities Services is responsible for overseeing the management of keys at all PCC campuses and sites. Employees must follow the procedures listed below regarding the issuance, return, and loss of office/building keys.

Procedure

A. Issuance of Building/Office Keys

Faculty and staff may be issued building keys by the Facility Services Department upon the completion of the key request form found in Ultimus. The form must have the approval of the appropriate Dean or Director. Employees who are issued keys are subject to the following conditions:

1. An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked.
2. An authorized individual may have guests with him so long as the guests stay in the proximity of the faculty or staff member having the assigned key, and the authorized individual assumes full responsibility for their presence.
3. The Department of Public Safety is responsible for securing all exterior campus doors.
4. Under no circumstance is a building key to be transferred from one individual to another or to be obtained from any source other than the Facility Services Department, except in the case of the issuance of keys to adjunct instructors (see Section B. #5).
5. If an individual finds abandoned keys, the keys must immediately be turned in to the Department of Public Safety.

6. If an employee changes positions within the college, a new key assessment will be required by the Facility Services Department to determine if new keys should be issued due to the position change. If new keys are required, the employee must surrender his/her previously issued keys and submit a new key request through Ultimus. (See Section B, #1)

7. If an individual loses his/her key(s), the Department of Public Safety must be notified immediately.

Assignment of all-access master keys, known as the "GM" and "GGM" keys, will only be authorized for the following personnel: President, Chief Business Officer, Department of Public Safety Officers, Facilities Director, Facility Services Administrative Assistant, Maintenance Staff, Custodian and Grounds Staff, Conference Services Staff, IT Director, and IT Managers.

Assignment of "EC-25" keys, which allows access to electrical utility areas, will be authorized for the following personnel: President, IT Director, IT Managers, and Facility Services Staff

Special assignment of building keys to support personnel (such as Facility Services, Environmental Health, contractors, etc.) will be authorized by the Director of Facility Services as required.

B. Return of Keys

All building keys issued remain the property of the College and shall be returned to the Facility Services Director under the following conditions:

1. Upon transfer to another department or building. This process is facilitated by the completion of the Ultimus form for "PCC Request for Employee Termination" by the supervisor to determine if the employee needs to return or be issued new keys.

2. Upon separation of employment from the College. This process is facilitated by the completion of the Ultimus form for "PCC Request for Employee Termination" by the supervisor. Keys should be turned in to the Facility Services department and verified to the inventory list, except in cases of disciplinary termination. In such cases, keys will be collected by the Human Resources office. Human Resources will be responsible for returning keys collected to the Facility Services Department.

3. Upon request of the President, Chief Business Officer, or Director of IT.

4. Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leave may retain their key if they are authorized to have access to the building and/or office during the leave.

5. Keys may be issued to a division or department administrative assistant to check-out as needed to adjunct instructors. The division or department must have a tracking system as keys are checked out and a process to have the keys returned when the adjunct instructor is no longer teaching. The dean or department chairperson will assume responsibility for the return of the keys to the administrative assistant. An annual inventory of AB-1 classroom keys will be completed at the end of the spring semester by the Dean or department.

C. Loss of Keys

The loss or theft of any building key is to be reported immediately by the key holder to the Department of Public Safety, who in turn will notify the Facility Services administrative assistant.

Should a key be lost necessitating re-keying, the department involved will be responsible for the cost involved in the re-keying. Re-keying of any area will be done exclusively by Facility Services locksmiths. No outside contractor will be allowed to re-key, alter, or cut keys for a college. The cost of $100.00 per lock and re-keying will be at the expense of the requesting department.

D. Key Inventory

Prior to the end of each academic semester, each department will be provided with a list of all individuals assigned keys to areas under its jurisdiction by the Facility Services administrative assistant. These lists will aid the departments in identifying those keys to be returned by faculty, staff, or students having an ending date of appointment as of the end of the semester.

Annually, a key inventory will be administered by the Facility Services administrative assistant.

E. Issuance of Building Keys at Branch Campuses/Sites and Other Locations

The Director of Facilities Services may delegate key and access card management to staff located at branch campuses/sites or other locations that are not part of the Orman Campus in Pueblo. The delegates and staff at these locations are expected to follow the general security guidelines and principles outlined in OP-P 807 with the exception that key issuance, key return, record-keeping, and reporting of lost or found keys will occur at the level of the delegate, who, in turn will share information with the Director of Facilities and/or Office of Public Safety as requested.