

# Key and Lock Security

Policy 507.7

## 1 Purpose

This policy serves to dictate University key and lock regulations

## 2 Scope

This policy applies to all University faculty, staff, students, and visitors.

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Master Key File

Facilities Operations' Lock Shop maintains a master key file for all University buildings and properties owned or controlled by the university. The Lock Shop will make and provide all necessary keys to meet departments' requirements for access to the building and rooms. University Police will be issued keys as needed to maintain emergency access to all buildings and rooms.

In order to maintain access in emergency situations, no lock should be removed from the campus master key system. Any exception to this policy must have the approval of the Vice Chancellor for Business Affairs.

### 4.2 Responsibility

Each department head is responsible for the issuance and control of keys provided employees under his/her supervision.

Facilities Operations provides its maintenance and building services personnel the required keys to perform their functions and is responsible for the issuance and control of these keys.

### 4.3 Lost Keys

When University keys are lost or misplaced, they should be reported to the ASU Police Department immediately. The location or locations where the keys had access should be provided at this time. Failure to report lost University keys could jeopardize another person's physical safety and personal property. Please return all lost keys that you find to the ASU Police Department.

### 4.4 Lock Changes

Costs for lock changes are charged to the requesting department unless the change is required as a result of malfunction, defective parts, or a lock that is inoperable due to no fault of the department concerned.

No one other than the Facilities Operations Lock Shop is authorized to add, change or modify locks on University owned or controlled properties and spaces. It is also a strict University policy that no keys are made by outside organizations but are requested through the Facilities Operations Lock Shop in the interest of security.

## 5 Additional References

## 6 Authority

## 7 Contact Information

Facilities Operations | 828.262.3190 | Facilities Operations

## 8 Original Effective Date

# 9 Revision Dates

January 24, 2022