BUILDING ACCESS AND KEY POLICY

1.0 PURPOSE

The purpose of this policy is to provide adequate building security for persons and property through the control of keys issued, to assure appropriate access to work areas by employees in buildings on the Dillard University campus, and to allow unrestricted access by Facilities Management and selected maintenance personnel to all campus areas for reasons of security, safety, and health.

2.0 BUILDING ACCESS

The buildings and facilities of Dillard University are available for general use by University employees and students for educational purposes. Under normal circumstances, the buildings will be open (outside doors unlocked) for business, scheduled activities, classes, labs, and library hours, as required. After-hours access to the buildings may be gained via the use of a building key, an electronic key card, or by calling Facilities Management.

Facilities Management has an evening staff which has the responsibility of securing and locking all campus facilities at authorized times. The designated staff who performs this function is also authorized to assist in opening buildings and areas of buildings to authorized personnel.

In an effort to increase safety and security Dillard University has implemented the following hours of operation for campus buildings:

<table>
<thead>
<tr>
<th>Building</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook Bldg.</td>
<td>CLOSED</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Dent Hall</td>
<td>1 p.m. – 6 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>8 a.m. – 6 p.m.</td>
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<tr>
<td>DUCIEF</td>
<td>CLOSED</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Hartzell/Camphor</td>
<td>1 p.m. – 6 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>8 a.m. – 6 p.m.</td>
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<tr>
<td>Kearny Hall</td>
<td>24 hrs (Rec Room)</td>
<td>24 hrs (Rec Room)</td>
<td>24 hrs (Rec Room)</td>
<td>24 hrs (Rec Room)</td>
<td>24 hrs (Rec Room)</td>
<td>24 hrs (Rec Room)</td>
<td>24 hrs (Rec Room)</td>
</tr>
<tr>
<td>Lawless Chapel</td>
<td>8 a.m. – 10 p.m. (Prayer Room 24hrs)</td>
<td>8 a.m. – 10 p.m. (Prayer Room 24hrs)</td>
<td>8 a.m. – 10 p.m. (Prayer Room 24hrs)</td>
<td>8 a.m. – 10 p.m. (Prayer Room 24hrs)</td>
<td>8 a.m. – 10 p.m. (Prayer Room 24hrs)</td>
<td>8 a.m. – 10 p.m. (Prayer Room 24hrs)</td>
<td>8 a.m. – 10 p.m. (Prayer Room 24hrs)</td>
</tr>
<tr>
<td>Library*</td>
<td>1 p.m. – 8 p.m.</td>
<td>8 a.m. – 10 p.m.</td>
<td>8 a.m. – 10 p.m.</td>
<td>8 a.m. – 10 p.m.</td>
<td>8 a.m. – 10 p.m.</td>
<td>8 a.m. – 10 p.m.</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Modular 4 (Comp Labs)</td>
<td>1 p.m. – 6 p.m.</td>
<td>7 a.m. – 8 p.m.</td>
<td>7 a.m. – 8 p.m.</td>
<td>7 a.m. – 8 p.m.</td>
<td>7 a.m. – 8 p.m.</td>
<td>7 a.m. – 8 p.m.</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Stern Hall</td>
<td>CLOSED</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>7 a.m. – 10 p.m.</td>
<td>CLOSED</td>
</tr>
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</table>

*The library will observe extended hours during mid-term and finals.
Summer Schedule

Monday to Friday:
Access to buildings will be restricted after 5 p.m., with the exception of special events.

Saturday & Sunday:
Access to buildings will be restricted after 3 p.m. with no exceptions.

Generally:
1. Students may remain in the common areas of the building indefinitely.
2. Persons involved in events taking place outside of normal school hours, but within operating hours, are responsible for providing notice to Facilities Management at the beginning and end of the event to enable unlocking and locking of the facilities.

3.0 RESPONSIBILITY AND AUTHORITY TO CHANGE LOCKS AND ISSUE KEYS

The objective of this policy is to assign responsibility for keys and their use to individual employees, students, and others using the keys and those allowed to authorize the issuance of keys.

For the purposes of this policy, unless otherwise noted, “key(s)” are defined as manual “hard” keys and electronic access control cardkeys.

3.1 OFFICE OF FACILITIES MANAGEMENT

The Office of Facilities Management has primary responsibility for the security of campus buildings, maintenance of the electronic access control system, the issuance of keys, and key issuance records. Additionally, Facilities Management has the responsibility for maintaining locks, manual and electronic lock hardware, and other non-electronic card access key control systems. Facilities Management will manufacture all University manual “hard” keys and coordinate issuance and distribution. No other source for keys is authorized.

3.2 DEPARTMENT MANAGERS, DEANS, AND ADMINISTRATORS

Department managers, deans, and administrators have the responsibility for reviewing and approving employee key requests and/or lock changes. In no case shall the same person to whom the key or keys are to be issued authorize the issuance of a key or keys, nor may keys be authorized by anyone with less than department-head authority.
4.0 WORK ORDER REQUEST FOR KEYS, LOCK CHANGES, OR LOCK MAINTENANCE

All requests for lock changes and keys used to secure buildings, rooms, or closets must be made in writing (via email or the Key/Lock Change Request form) to Facilities Management by an authorized person, i.e., a department manager, dean, or administrator. All lock maintenance requests should be made in writing (via email or the Key/Lock Change Request form) through the Facilities Management work-order system. No other source for keys is authorized except by approval of the President or Executive Vice President.

5.0 REQUESTS FOR RE-KEYING

Requests to have the core changed on a lock must be approved by the Department Head and submitted to the Director of Facilities Management. If approved by the Director of Facilities Management, the work order will be processed. When cores are changed, the requesting Department Head must submit the appropriate key issuance request. If the core change is authorized, the requesting department will be charged for the parts associated with the change.

6.0 UNIVERSITY EMPLOYEE PROCEDURE FOR ISSUING AND RETURNING KEYS

University keys are issued when an employee begins campus employment, is promoted, transfers departments, or changes room assignments. University keys are returned when an employee terminates campus employment, retires, resigns, is promoted, changes departments, or changes room assignment. All keys will be issued from and returned to Facilities Management, which is open 8:00 a.m. to 5:00 p.m. Monday thru Friday. The holder of a key to any University facility assumes responsibility for the safekeeping of the key and its use.

6.1 ISSUANCE OF KEYS

For a key to be issued, a Key/Lock Change Request form must be completed, signed, and submitted to Facilities Management along with the returned keys (if applicable). Once the key request has been approved by the Director of Facilities Management and is completed by the locksmith, the individual to whom the key is being issued will be notified by Facilities Management via phone or email. The individual must come to Facilities Management to pick up the key(s); keys are not sent through campus mail. The employee will be required to show picture identification before keys are issued and entered into the Facilities Management database.
6.2 RE-KEYING

Re-keying of a building or group of rooms may result in employees being required to exchange an old key for a new one. Departmental designees will assume responsibility for collecting old keys before employees receive the new keys. Refusal to return a key upon request may result in arrest for theft of university property.

6.3 NON-ISSUED MASTER KEYS

In some cases, non-issued master keys, master key rings, route keys, and residence hall room master keys will be checked-out from and returned to the department’s key lock box before and after a work shift. In such cases, each department shall establish and maintain a written record of when these keys are issued and returned.

6.3.1 Securing master keys

Master key rings, route keys, and residence hall room master keys checked-out from and returned to the department’s key lock box before and after a work shift are to be worn on a belt with a minimum of two attachment points, one being a retractable key chain and the other a belt clip.

6.3.2 Non-removal of master keys

Master key rings will not be taken off campus except for authorized University business.

7.0 PROVIDING ACCESS FOR VENDORS AND CONTRACTORS

The Director of Facilities Management may temporarily issue keys to vendors and contractors for necessary construction and maintenance access. The Director of Facilities Management may only issue existing, registered keys temporarily to vendors and contractors. Keys will be issued for the minimum period necessary to accomplish the work. Requests for keys shall be made using the Key/Lock Change Request form. The contractor’s representative, to whom the keys are issued, must present picture identification and personally sign for all keys. Contractors must abide by all conditions of this policy and must wear identification badges when on University property.

8.0 PROCEDURE FOR ISSUING KEYS TO STUDENT EMPLOYEES
Keys shall not be issued directly to student employees. However, a department head may request keys as department keys for temporary issuance to student employees. **These keys will be issued to the department head and are the responsibility of the department head.** These keys shall be issued only as necessary and not for permanent issuance. In all other cases, students requiring access after-hours will be issued an after-hours pass by the department head or designee and be granted access by Facilities Management.

### 9.0 RESIDENCE HALL AND UNIVERSITY HOUSING KEYS

The Dillard University Key Policy applies to all employees of the University, including those within Residence Life. Students living in residence halls or University housing follow key and access policies as outlined in the policies for keys and access cards in the Student Handbook. The handbook will receive regular annual reviews by the Director of Residence Life under the supervision of the Vice President for Campus Life.

### 10.0 LOST, STOLEN, AND BROKEN KEYS

The holder of a key to any University facility assumes responsibility for the safekeeping of the key and its use. **It is understood that the key will not be loaned, issued to, or made available by any other means to unauthorized persons.**

#### 10.1 LOST KEYS

Lost keys are to be reported to the Department Head and to Facilities Management immediately.

##### 10.1.1 Replacement of Lost Keys

Replacement of a lost key will require a new key order form and authorization. Persons who lose a key will be required to pay a replacement fee and, if necessary, the cost for a change of locks.

##### 10.1.2 Service Fee

There will be a service fee for replacement of lost keys.

##### 10.1.3 Replacement of Lost Keys

A Key/Lock Change Request form must be completed for replacement of lost keys.

##### 10.1.4 Lost Key Found
If a lost key is later found, it must be returned to Facilities Management; the service fee will be refunded.

10.2  STOLEN KEYS

10.2.1 Reporting Stolen Keys

If a key is stolen, it must be reported to Facilities Management and the department head immediately.

10.2.2 Police Report

A detailed police report must be filed at Facilities Management, documenting the circumstances of the theft. Key replacement charges do not apply when a key is stolen and a police report is filed.

10.2.3 Key/Lock Change Request

A Key/Lock Change Request form must be completed when a key is reported stolen.

10.3  DAMAGED KEYS AND LOCKS

10.3.1 Broken Keys

If a key is broken or otherwise damaged, the pieces must be returned to Facilities Management. If a key is broken off in a lock, it must be reported to Facilities Management and the department head immediately.

10.3.2 Issuance of New Key

A new key will be issued after key damage verification. A Key/Lock Change Request form will not need to be completed for replacement of damaged/broken keys.

10.3.3 Free Replacement

There is no charge for the replacement of damaged/broken keys.

10.4  MALFUNCTIONING LOCKS

It is the responsibility of the key holder to report any malfunctioning locks to the Facilities Management at ext. 4763.
11.0 DUPLICATION AND TRANSFER OF KEYS

11.1 KEY TRANSFERS

All keys must be checked in and out of the Facilities Management office. Key transfers directly from one person to another are strictly prohibited.

11.2 DUPLICATION OF KEYS

Duplication of any Dillard University key by an outside key manufacturer, vendor, or contractor is strictly prohibited. All duplications must be requested and approved through Facilities Management and completed by the University’s locksmith.

11.3 UNAUTHORIZED KEYS

Unauthorized keys will be confiscated and returned to Facilities Management. Any student, faculty, or staff found in possession of an unauthorized key, who transfers key, loans or duplicates any issued key will be subject to appropriate disciplinary action.

12.0 FEES AND DISCIPLINARY ACTION FOR LOST OR UN-RETURNED KEYS

The Vice President for Finance is authorized to require payment of a reasonable cost to the University for each University key not returned. The department where the individual is (was) employed is responsible for the cost if the University is unable to secure payment by the individual.

12.1 LOST OR UN-RETURNED INDIVIDUAL HARD KEY

The responsible individual will be charged the cost of actual repair/replacement for each lock that is re-keyed in order to restore security. An individual key may unlock more than one door. If an employee is responsible for losing an individual hard key, that employee may also receive a warning and a six-month probation.

12.2 LOST OR UN-RETURNED SUB-MASTER HARD KEY

The responsible individual will be charged the cost of actual repair/replacement for each lock that is re-keyed in order to restore security. If an employee is responsible for losing a sub-master hard key, that employee will also receive a three-day suspension without pay plus a written warning with a six-month probation.
12.3 LOST OR UN-RETURNED MASTER HARD KEY OR MASTER KEY RING

The responsible individual will be charged the cost of actual repair/replacement re-keying a whole building or the entire University lock system. If an employee is responsible for losing a master hard key, that employee will also receive a five-day suspension without pay with a written warning, a six-month probation, and possible termination of employment.

12.4 LOST OR UN-RETURNED ELECTRONIC CARDKEY:

The responsible individual will be charged the cost of actual repair/replacement.

13.0 KEY POLICY VIOLATIONS

The following actions are in violation of this policy:
- Loaning keys without authorization.
- Transference of keys without authorization.
- Duplication of keys.
- Altering of keys, locks, or mechanisms.
- Propping doors open.
- Admitting unauthorized persons into buildings.
- Failure to return a key when requested by the Facilities Management, authorizing department, or upon leaving the University.
- Installing and/or replacing without permission, damaging, tampering with, or vandalizing any university lock or security device.
- Loss of key(s).
- Failure to return or check in keys at the end of a scheduled work shift.
- Taking master key rings off campus while not on University business.
- Persons in violation of this policy may be issued a university citation and may be assessed damage and/or replacement costs.
- Facilities Management will provide education and training in adherence to the key policy and issuance of keys at no cost to departments.

14.0 MANUAL “HARD” KEY CLASSIFICATION

14.1 CLASSIFICATION OF MANUAL KEYS

14.1.1 Building Door Keys

Building door keys are grandmaster series and other keys to doors that are an integral part of the building to control access to the building or to specific rooms in the building.

14.1.2 Student Housing Residence Door Keys
Student housing residence door keys are keys to doors which are an integral part of a student housing residence building to control access to the building or to specific rooms in the building. These are subject to different handling from Building Door Keys.

14.1.3 Student Housing Mailbox Keys

Student housing mailbox keys are keys to student mailboxes.

14.1.4 Office Furniture Keys

Office furniture keys are keys to desks, files, etc., in common use by more than one department, which would conceivably be reassigned to another department.

14.1.5 Department Equipment Keys

Department equipment keys are keys to secure or operate items of equipment belonging to the department or for which only that department has any need.

14.1.6 Casework Keys

Casework keys are keys to cabinets, etc., which are large and immobile or are permanently fixed to the building.

14.1.7 Utility Keys

Utility keys are keys to miscellaneous items such as electrical panels, fire alarms, time clocks, vending machines, lockers, dispensers, etc.

14.1.8 Housing Elevator Keys

Housing elevator keys are utility keys that unlock a building elevator and are separately identified due to different handling.

14.1.9 Dispatch Vehicle Keys

Dispatch vehicle keys are keys to University vehicles that are dispatched temporarily.

14.1.10 Departmental Vehicle Keys

Departmental vehicle keys are keys to departmental vehicles that are assigned permanently.
14.2 USING CHAINS OR HASPS AND PADLOCKS

Where chains or hasps and padlocks are used, the keys will be classified as above according to what is being secured. Where padlocks are used in gates or on chains across drives, streets, or roads, the key will be classified as a building door key. Under no circumstances will chains or any similar type of locking device be used to secure exit doors or impede egress in any way in any University-owned building.

15.0 PERSONAL IDENTIFIER CODE

Each key will have a specific identifying code that is unique to that key in order to help ensure the safety and security of the University community.

16.0 RECORD-KEEPING AND AUDIT PROCESS

16.1 RECORDS OF KEYS ISSUED

Facilities Management will maintain records of keys issued to all University employees using a security software system that will record building key data and employee key records. In addition, department heads and administrators will maintain key records for their buildings and departments.

16.2 DEPARTMENTAL KEY INVENTORY REPORT

Facilities Management will generate departmental key inventory reports as requested by department heads and administrators.

16.3 PHYSICAL INVENTORIES OF KEYS

Facilities Management will periodically perform physical inventories of keys and keys found missing at that time would be subject to charges listed above.

17.0 STORAGE OF KEYS

The Facilities Management will provide locking key boxes.

18.0 KEY LEVEL LIMITATIONS

The following is a list of the types of keys manufactured and issued by the University, the individual(s) to whom each type of key is issued, and the individual authorized to issue the key:
18.1  INDIVIDUAL ROOM KEYS

Individual room keys open specific interior doors. The appropriate department head, director, or officer is authorized to issue this key to the individual assigned to the office.

18.2  SUB-MASTER KEYS

Sub-master keys open multiple interior doors to a specific building. Department heads, directors, or officers with offices in the building are authorized to issue this key to individuals assigned office space in the building who require after hours access on a routine basis.

18.3  BUILDING MASTER KEYS

Building master keys open both interior and non-card access exterior doors to a specific building. Department heads, directors, or officers are authorized to issue these keys to the following individuals:

- Deans or directors whose responsibilities require access to all areas of a specified building;
- Certain other administrators who require access to a specific building;
- University officers or designates who have the need to access areas within their responsibility;
- Specified maintenance personnel; and
- Facilities Management personnel.

Other individuals who have the right and need for such a key must be approved by the appropriate University Officer.

19.0  ANNUAL REVIEW OF KEY POLICY

The University Health and Safety Committee shall review the University’s key policy and access control procedures on an annual basis.