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07/09	D01	Tracy Phipps	Original Policy - Draft
02/10	D02	Tracy Phipps	Updated and ratified by Steering Committee

University of Warwick Key management Policy

The purpose of this policy is to have a documented procedure for the inventory, issuance and return of all University keys.

The Estates and Security departments are responsible for the implementation of this policy and to provide documented accountability of all key transactions (e.g., issuance, return and/or loss or theft).

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1. RESPONSIBILITIES FOR KEYS

Receipt of a University key **carries implied responsibility**. The following is a list of rules that must be followed by all keyholders:

- 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 by any authorised person.
- d) 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.

2. KEY AUTHORIZATION

The following are the minimum authorization requirements by type of key.

	Head of Department or Nominated Deputy	Head of Security Services/Deputy Registrar
A. Department Pass Key	X	
B. Department Sub - Master Key	X	X
C. Grand Master Key		X

- A. Operates one or more doors within a single department.
- B. Operates multiple doors within a single department (generally a whole suite of locks e.g. one floor)
- C. Operates most doors in multiple buildings

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3. REQUESTING NEW KEYS

- a) Fill out a Key Request form available from the Estates website (See Annex A). Send the completed form to the Estates department for processing.
- b) The Estates department will notify the person requesting the keys when the keys are ready.
- c) The person collecting the keys must sign for receipt of the keys after displaying a photo ID.

4. RETURNING KEYS

UNIVERSITY STAFF

MUST return all building keys to the issuing manager or their nominated deputy, 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 Head of Department or to any other person. You will be held responsible for all keys issued to you.

UNIVERSITY STUDENTS

MUST return all keys, in person, to the place of issue upon leaving the University 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.

KEYHOLDERS OTHER THAN STAFF AND STUDENTS (e.g., contractors, consultants and conferences)

MUST return all keys in person to the issuing manager or their nominated deputy upon completion of the authorized project, seminar, contract, performance, etc. Contractors, consultants and conference organisers may be charged a significant fee for re-suiting due to lost or stolen keys. **Payment may be withheld as appropriate pending return of keys.**

INDIVIDUALS ISSUED TEMPORARY KEYS

MUST return keys as indicated

N.B. All departments should hold a log book (or an appropriate electronic system in place) for issuing out keys. Non-University employees must have a completed Contact Information form on file with the department prior to being issued any keys.

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5. LOST OR STOLEN KEYS

Steps to follow if keys are lost or stolen:

Notify the Security gatehouse immediately (22083) upon the event of loss or theft of keys.

The Head of Department of the affected area and the Head of Security will review the effects of the missing keys. Within 24hrs of notification, Head of Department will forward a written instruction to the Estates department regarding the need to resuite an area or entire building. The Head of Department will liaise with HR reference any financial penalties that need to be imposed for this loss upon individuals or organisations.

Replacement keys will be issued in accordance with the procedure outlined on page 5.

6. USE OF NON-UNIVERSITY LOCKS

Departments must comply with the University Master suite principle. Individual locks should not be installed without permission from the Director of Estates or his nominated deputy. No lock may be put on Warwick University property without written authorization from the Director of Estates. The only exceptions to this are as follows:

- Locks for personal lockers throughout the University.
- Locks issued by the Sports centre for sports equipment / changing room lockers.
- Personal locks for desk and equipment doors.

Any lock installed on Warwick University property must have a key which is issued to the Security department

The Estates department reserves the right to physically remove any unauthorized locks.

7. DEPARTMENTALLY CONTROLLED KEYS

Any department on campus requesting authorization to possess keys to be used periodically by various students or employees of that department must obtain approval from the Director of Estates or a nominated Deputy.

The requesting department must control the use of these keys by installing a key press which will hold the departmental keys securely, and by writing and abiding by a key management procedure. The cost

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of purchasing and installing the key press will be borne by the requesting department. The only exception to the above are those departments which hold their keys in the "Estates" key press in the Security Gate house.

Keys will be issued to departments on the following basis:

- A maximum of two keys per room will be issued to any one person
- The keys may only be capable of opening doors within the department.
- The person responsible for the management of the keys must sign for them.
- Inventory, securing, issuance and recovery of the keys will be the sole responsibility of the department and the responsible person signing for them.
- Replacement of lost keys will be at the expense of the department.
- Resuiting 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.

8. COMBINATION OR CARD READING LOCKSETS AND SPECIAL ACCESS SYSTEMS

Combination or card reading locksets and special access systems may be installed in departments as desired within the following requirements:

- The requesting department will be responsible for the cost of installation, maintenance and replacement of all such locksets or systems.
- The department will be responsible for establishing security goals and parameters for the performance of all such locks or systems and will be solely responsible for the effectiveness of the systems installed.
- The Security department requires that a key override be installed in all such locksets and systems, and Security must at all times be provided with the means to enter these areas
- The Head of Security must approve the plans for all non-standard security systems before installation and inspect the installation upon completion.
- All special needs regarding keys that are not addressed in this policy shall be directed to the Head of Security.

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ANNEX A - ESTATES KEY REQUEST FORM

Estates Office Key Request Form
Fax: x 28495



Please complete and return to the Estates Office on fax no 28495.

Date:/..../.....

Department Details:

Contact Details:
(Person requesting the Key)

Address:
.....
.....

Email:
Tel:
Fax:

	Full Key Ref	Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		

Grand Master	Sub Master	Single Key
Yes / No	Yes / No	Yes / No

Cost Codes

Signature of applicant:

Print Name:

Head of Department Signature:

Print Name:

Received by

Signature:

Print Name:

Date:/..../.....

Keys Received / Part Delivered

Tracy Phipps, Manager of Security and Ancillary Services
Signed:

N.B. Grand Master keys must also be authorised by Tracy Phipps, prior to order, (Contact Miss T Phipps, Manager of Security and Ancillary Services x24769). All other keys need only be authorised by your head of department.