

# UNH Facilities Key Control Guidelines:

## Access to Property

### **Definitions**

Physical measures to control access to University buildings, spaces and facilities can take a variety of forms including key operated locks, padlocks, combination locks, key card systems or other means of physically limiting access to those with proper authorization. Within this policy these means will be referred to as “locks”. The means of operating locks such as keys, combination codes, key cards or other means will be referred to as “keys”.

### **Delegation of Authority and Responsibility**

The Chancellor delegates to the Presidents the responsibility for administering an operations and maintenance program for all property controlled by their respective institutions (BOT.VI.F.2).

The President delegates to the Vice President for Finance and Administration the authority to enact policies and procedures for providing and maintaining appropriate physical measures including locks to secure and control access to all facilities operated by the University. The President delegates to the Vice Presidents and through them, to Responsibility Center Unit (RCU) heads, the authority and responsibility to determine which students, faculty and staff within their unit are granted keys to operate locks for facilities and spaces assigned to the RCU.

The Associate Vice President (AVP) for Facilities is delegated authority to determine what staff and vendor personnel who provide operation, maintenance and other support services to the campus are granted keys for campus spaces.

There are certain functions and hazards that require elevated levels of security including extremely restricted access. The AVP for Facilities will coordinate with the user or sponsor for the installation and maintenance of access control systems for these areas. Such measures are outside the scope of this policy, other than the provisions of 9.2.3.

The Vice President for Finance and Administration delegates to the AVP for Facilities the responsibility to assure that appropriate locks are in place and in working order to control the access to buildings and areas within buildings as necessary to protect the occupants, contents and to control access to hazardous areas or activities. No lock that controls access to a facility, room or space owned by the university will be installed without the approval of the AVP for Facilities.

### **Practice**

The Associate Vice President for Facilities will oversee the maintenance, installation and modification of locks to secure access to all University buildings. The AVP for Facilities will also establish policies and procedures for the issue of keys and coordinate with the AVP for Business Affairs, regarding the issue of card keys.

The lead administrators of the functional units or RC Unit Heads shall designate a limited number of UNH employees within their unit who submit requests for keys and shall insure that a current list is on file with the AVP for Facilities. No keys will be issued unless requested by a current key requestor.

The head of each RCU will also designate a primary and alternate key authorizer who will act for the RCU head on matters regarding access, key issue and key return. The key authorizer may be required to confirm key requests for sensitive areas as determined by the RCU to insure access is being provided only to appropriate individuals. In consultation with the AVP Facilities, a RCU head may designate a key authorizer for specific sensitive or high security areas who must approve all keys requests for such areas.

Key requestors shall follow procedures established by the AVP Facilities for requesting keys or card keys.

The AVP for Business Affairs is delegated authority to issue card keys, as part of the card key access system, for access to student housing. The AVP for Business Affairs will coordinate with the AVP for Facilities to implement the measures outlined herein for issuing card access to any other location (other than housing) where such access is controlled by the Housing Department card access system.

Issue of keys or other similar means of gaining access to multiple locations with a single key, access code, card or other means (i.e. master keys) will be authorized by the AVP Facilities or designee.

Keys will be issued by Facilities to either the authenticated requestor who will in turn issue the key to the holder or directly to the holder. Holders will return keys to the requestor for return to Facilities or return the key directly to Facilities. Unless specifically authorized per 9.3.6.3, all keys being returned by a holder will be returned to Facilities either by the holder or by the authenticated requestor

All keys will be picked up and returned at the location designated by the AVP Facilities

All building master, engineering master, grand master and great grand master keys may only be picked up and returned by the holder.

When based upon a sound business case and approved by the AVP Facilities, multiple keys may be held by an individual. This individual will be designated as a "Key Pool Manager" and is authorized to loan keys from the pool to other individuals. Key Pools may be appropriate for a student lab, graduate carrel area or for keys issued to adjunct employees. Key Pool Managers will maintain sign-out and return procedures and records as established by the AVP Facilities and be expected to account for all keys in the pool. Keys will be checked out from and returned to the key pool manager; no keys will be transferred from one holder to another.

All persons holding keys to University buildings shall safeguard such keys and shall:

Act in compliance with all policies and procedures established by the Associate Vice President for Facilities or the AVP for Business Affairs (for access to student housing) and shall not transfer or in any way duplicate any key granted to them.

Relinquish any and all keys to University buildings at a time and in a manner stipulated by University practice and procedure.

Routine costs associated with maintaining a system of locks and keys shall be included in the customary Facilities Allocations to all RC units. In the event of non-routine work due to lost, stolen, transferred, duplicated keys and or compromised combinations etc., the cost shall be charged to the responsible RC Unit. In the event or need of unique access control measures required by a specific function, activity or purpose, all costs associated with such installation and maintenance will be charged to the specific activity.