

1 **Keys and Building Access Cards**

2 Effective: Moved to Policy Library from UPM 12.5(1)

3 Updated/Revised: December 6, 2012

4 Contact: [FP&M Building Security Services](#)

5 **Introduction**

6 This policy clarifies the issuance and accountability of all keys and access cards which control access to university  
7 buildings and their contents.

8 Building Security Services is a unit within Facilities Planning and Management (FP&M) that provides keys and  
9 manages building access cards to university faculty, staff and students for all general university buildings.

10 **Policy Statement**

11 This policy is established to provide deans, directors, and department chairs information and authority to audit and  
12 regulate the issuance, transfer and return of all keys and building access cards under the keyed and access  
13 controlled system for Iowa State University. This policy outlines the responsibilities of departmental personnel, as well  
14 as the holders of keys and access cards.

15 This policy applies to any individual who has been granted authorized access to any university property. All key and  
16 building access card holders are responsible for the keys and access cards assigned to them.

17 It is the intent of the university that all buildings shall be locked outside of normal working hours to maximize the  
18 security of the buildings, occupants, and building contents.

19 **Authorized Locks, Keys, and Access Cards**

20 The installation, changing or removal of locks shall be performed only by FP&M Building Security Services through a  
21 service request. Electronic locks installed on exterior door(s) must be connected to the ISU network centrally  
22 controlled system. Unauthorized locks are prohibited on doors and if found will be removed and discarded. Any  
23 damages or repairs resulting from the removal of unauthorized locks will be the responsibility of the department if  
24 found in violation of this policy.

25 All keys and building access cards are the property of Iowa State University. FP&M Building Security Services is the  
26 only authorized supplier for university keys. No person shall knowingly possess an unauthorized key or access card  
27 for Iowa State University.

28 ISUCards (university identification cards) issued after May 2009 incorporate dual technology which allows building  
29 access. The ISUCard and dual technology card are issued by the ISUCard Office. Holders of the original ISUCard  
30 and the original white Building Access Card will continue to use their cards until one of the cards no longer works.

31 **Lost or Stolen Keys**

32 In the event a key is lost or stolen, the appropriate dean, director, or department chair responsible for the door  
33 associated with the lost key will determine if rekeying needs to occur. Costs associated with the rekeying will be paid  
34 by the issuing department. Fees for keys not returned are the responsibility of the issuing department. If the issuing  
35 department wishes to recover any of these costs from the employee, they must work directly with ISU Accounts  
36 Receivable to accomplish that.

37 **Duplication or Lending Prohibited**

38 Duplicating and/or lending keys are prohibited. If an individual lends his/her key(s) to anyone or makes a duplicate so  
39 that others can gain access to university property, he/she may be subject to disciplinary action from his/her  
40 supervisor and loss of access privileges to university buildings.

41

## 42 **Responsibilities**

43 **Dean, Director, or Department Chair** is responsible for:

- 44 • The full implementation of this policy within his/her areas
- 45 • Appointing a member of his/her department to be responsible for the duties of department Key Coordinator and/or
- 46 department Card Coordinator
- 47 • Approving the completed annual key and card access audits
- 48 • Maintaining appropriate departmental records subject to an internal audit
- 49 • Determining if rekeying is to occur in the event that a key is lost or stolen (costs associated with the rekeying will
- 50 be paid by the employee/department)

51 **Departmental Key Coordinator** is responsible for:

- 52 • Completing a Key Request form (see Resources below) to assist employees with the request for a new, transfer
- 53 or replacement key
- 54 • Completing an annual audit for all individuals who have key access to your department/area (see Resources
- 55 below)
- 56 • Renewing annually the keys issued to students who have continuing need for the keys
- 57 • Notifying FP&M Building Security Services when an individual has left, no longer requires access, or has returned
- 58 a key
- 59 • Returning keys to FP&M Building Security Services (keys are issued to individuals and will remain in the key
- 60 holder's name until FP&M physically receives and processes the keys as returned)
- 61 • Reporting lost or stolen keys immediately (within 24 hours of discovery) to FP&M Building Security Services via
- 62 email to [buildingsecurity@iastate.edu](mailto:buildingsecurity@iastate.edu) or by calling 294-4211; and for contacting DPS at 294-4428 to file a report

63 **Departmental Card Coordinator** is responsible for:

- 64 • Completing an Access Card Request form (see Resources below) to assist employees with card access to doors
- 65 within your department/area
- 66 • Completing an annual audit for all individuals who have card access to your department/area (see Resources
- 67 below)
- 68 • Removing card access from students who no longer need access
- 69 • Notifying FP&M Building Security Services to remove access privileges to your department/area when an
- 70 individual has left, no longer requires access, or has returned a card
- 71 • Returning access cards that are no longer needed to FP&M Building Security Services for re-programming and
- 72 re-use
- 73 • Reporting lost or stolen access cards immediately (within 24 hours of discovery) to FP&M Building Security
- 74 Services via email to [buildingsecurity@iastate.edu](mailto:buildingsecurity@iastate.edu) or by calling 294-4211; and for contacting DPS at 294-4428 to
- 75 file a report

76 **Technician external to the department** (e.g., ITS, EH&S, FP&M personnel) is responsible for:

- 77 • Initiating key or card access request form
- 78 • Obtaining appropriate dean, director or department chair approval for access into the department's space
- 79 • Rekeying when keys are lost by technician(s) external to the department

80 **Department of Public Safety** is responsible for:

- 81 • Enhancing safety, personal security, and campus access services
- 82 • Monitoring, evaluating, and responding to access control alarms generated by the campus-based access control
- 83 system
- 84 • Analyzing and querying access control transactional data as required to meet assigned responsibilities
- 85 • Monitoring closed and/or secured campus facilities and providing emergency or approved after-hours access

- 86 • Working with FP&M to schedule and complete required manual locking and unlocking of designated campus
- 87 facilities
- 88 • Meeting the requirements listed under both the Department Key and Card Coordinator responsibilities
- 89 • Working with FP&M to maintain a complete and secure set of metal keys to university facilities for emergency and
- 90 patrol access
- 91 • Providing Crime Prevention Through Environmental Design (CPTED) input and/or assistance as requested by
- 92 FP&M or individual units on campus
- 93 • Providing input and/or advice to FP&M and the relevant unit on re-keying in the event that a key is lost or stolen

94 **Key Holder** is responsible for:

- 95 • Picking up keys from FP&M Building Security Services
- 96 • Maintaining and securing keys issued to them
- 97 • Reporting lost or stolen keys to departmental Key Coordinator immediately (within 24 hours of discovery)
- 98 • Confirming that the key has been cleared from their records
- 99 • Paying any replacement fee resulting from loss or failure to return an assigned key

100 **Card Holder** is responsible for:

- 101 • Reporting lost or stolen ISU Building Access Card immediately (within 24 hours of discovery) to FP&M Building
- 102 Security Services via email to [buildingsecurity@iastate.edu](mailto:buildingsecurity@iastate.edu) or by calling 294-4211
- 103 • Deactivating lost or stolen card in AccessPlus

## 104 **Resources**

### 105 **Links**

- 106 • [Facilities Planning and Management Building Security Services](#)
- 107 • [Facilities Planning and Management](#)
- 108 • [Frequently Asked Questions for Keys and Locks](#)
- 109 • [Frequently Asked Questions for Access Cards](#)
- 110 • [ISUCard Office](#)
- 111 • [Procedures: Building Access Card Services \[PDF\]](#)
- 112 • [Procedures: Key Services \[PDF\]](#)
- 113 • [Department Key and Card Coordinator Dashboard](#)