

UC Davis Policy and Procedure Manual

Chapter 360, Physical Facilities

Section 50, Key/Access Card Control

Date: 1/29/12, reissued 6/6/16

Supersedes: 4/17/02

Responsible Department: Facilities Operations and Management

Source Document: N/A

[Exhibit A, Key/Access Card Eligibility Criteria](#)

I. Purpose

This section outlines policies and procedures for issuing and controlling keys and electronic access control cards (access cards) for campus facilities. Heads of units located off campus are responsible for maintaining their key and access card control systems consistent with the intent of this policy for facilities under their jurisdiction. Additional information on UC Davis Health System facilities is in UCDHS Hospital Policies and Procedures Manual [Sections 3310](#) and [3311](#).

II. Policy

- A. Unauthorized fabrication, duplication, possession, or use of keys to premises owned by the University of California is a crime (State of California Penal Code, [Section 469](#)) and is a violation of UC Policies applying to Campus Activities, Organizations, and Students, Section 100.
- B. Facilities Management Key Control is responsible for authorizing, purchasing, and maintaining key control and access card systems on a standardized basis for all campus facilities, with the following exceptions:
 1. Hardware purchase and installation may be performed by on-site contractors under the direction of Design and Construction Management or Facilities Management and must comply with state and local building codes and UC Davis campus standards.
 2. The Director--Student Housing is responsible for key control systems for campus student housing apartments and residence halls.
- C. To assure compliance with applicable fire and life safety codes, special security locks, padlocks, keys, and access card systems for buildings or rooms must be permitted only upon approval of the UC Davis Fire Department, Facilities Management Key Control. Non-University standard locks, keys, or access card systems are not permitted, nor may approved locks or access card systems be changed without prior approval of Facilities Management Key Control.

III. Roles and Responsibilities

- A. Facilities Management Key Control is responsible for the following:
 1. Maintaining, updating and auditing the Facilities Management entry point database consisting of:
 - a. Department key control manager information
 - b. Key/access card issue and return records
 - c. Campus key systems
 - d. Door assembly information.
 2. Fabrication and issue of all keys to University representatives.
 3. Storage and security of Great Grand Master keys

Great Grand Master keys must be stored in lock boxes located at the Facilities Management Lock Shop. Remote storage may be approved providing, the key storage units meet the following criteria:

- a. Must be approved by Facilities Management Key Control.
 - b. Location must be alarmed and key storage unit must have real time monitoring.
 - c. Must be located within a secure University occupied structure.
 - d. Keys must be returned to a secure key storage unit at the end of day/shift.
- B. Departments or organizations assigned space in a building are responsible for issue and control of keys and access cards to their assigned spaces.
1. Department heads authorize the issuance of keys and access cards only as necessary and in accordance with the Key/Access Card Eligibility Criteria in Exhibit A. In addition to employees, others who are affiliated with a University-sponsored program or in a contract relationship with the department may be issued keys or access cards as approved by the department head.
 2. All keys and access cards must be recovered from students, faculty, staff, and affiliates who no longer need access to secured areas.
 3. Unassigned keys and access cards must be stored in a locked receptacle kept in a secured area.
 4. The department must maintain accurate inventory records of all keys and access cards. The records must include the total number and types of keys and access cards issued by Facilities Management Key Control, the total number and type of keys and access cards assigned to each individual (including the individual's signature and dates of issue, return, or loss), and the total number and type of keys and access cards unassigned.
 5. The department head should assign one person the responsibility to maintain key and access card inventory records and to manage the physical inventory of keys and access cards.

The name and contact information of the assigned person and their backup and any changes in this capacity must be sent to Facilities Management Key Controls (OM-LockShop@ad3.ucdavis.edu).
 6. The department head must separate duties (see [Section 330-11](#)) for verification by assigning to another person the responsibility of verifying that the department's physical key and access card inventory reconciles to the department's key and access inventory records for numbers and types issued and not issued. .
- C. Individuals must report loss (including the failure of transferred or terminated employees or affiliates to return keys and access cards issued to them) or theft of keys and access cards to their department head/key control manager as soon as possible.
- D. Audit and Management Advisory Services and Facilities Management Key Control may conduct periodic audits of departmental key and access card control records.

IV. Procedures

- A. Key/access card orders
1. Departmental requests for keys are submitted by the authorizing department head or Key Control Manager to the Facilities Management Customer Support Center by one of the following methods:

- a. Online at <http://facilities.ucdavis.edu/customersupport/index.html>.
 - b. Call 530-752-1655 for emergencies.
2. Departmental requests for rekeying or lock changes, and changes to access control systems, are normally submitted by a Facilities Management work order; however, large jobs may require a requisition (see [Section 360-30](#)). Facilities Management Key Control updates access changes for emergency responders as necessary.
 3. Work Order requests for special security locks, padlocks, keys, and access card systems must be accompanied by a written justification and submitted to Facilities Management Key Control, who will seek required approvals.
- B. Key/access card issue, return, and loss
1. Key/access cards that are no longer needed by the department must be returned to Facilities Management Key Control accompanied by a [Key/Access Card Report Form](#).
 2. The department must report lost or stolen keys and access cards by telephone to Facilities Management Key Control at 530-752-3507, followed by written notification on a [Key/Access Card Report Form](#).
 3. Any lost/stolen key or rekeying due to lost/stolen keys is the responsibility of the department.
 4. Facilities Management Key Control coordinates Lost Key/access reports with the UC Davis Police Department and recommends lock or access card changes where security is affected.
- C. Costs
1. The first issue of keys and access cards for spaces in a new building or newly assigned space will be furnished by Facilities Management Key Control to departments, with the cost borne by the capital project or departmental relocation account as applicable.
 2. Costs for additional keys/access cards, and rekeying lock cylinders will be charged to the requesting department.
 3. Departments that consider a fee deposit necessary for the management of key security may collect a refundable key deposit from occasional users of keys.
 - a. The deposit must be applied consistently to all occasional users.
 - b. The deposit may not be collected from faculty and staff employees associated with the department.
 - c. Departments collecting a key deposit from occasional users must maintain a current record of all deposits and associated users.

IV. Further Information

For further information on keys and access cards or for assistance with a departmental key/access card control system, contact Facilities Management Key Control at 530-752-3507.

V. References and Related Policies

- A. [California Penal Code 469](#).
- B. [UC Policies Applying to Campus Activities, Organizations, and Students; Section 100, Policy on Student Conduct and Discipline](#).
- C. UC Davis Policy and Procedure Manual:

1. [Section 330-11, Departmental Financial Administrative Controls and Separation of Duties.](#)
2. [Section 360-30, Operation and Maintenance of Buildings.](#)