

**District Administration  
Facilities**

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**COMMUNITY COLLEGES OF SPOKANE  
DISTRICT KEY CONTROL ADMINISTRATIVE PROCEDURE**

**1. INTRODUCTION**

- 1.1 This procedure addresses the issuance and control of keys and electronic access cards (i.e., proximity cards) to employees, students, and non-employees for building entry door locks (mechanical and electrical), building interior door locks (mechanical and electrical), cabinet locks and padlocks that are keyed to the district's coordinated master keyway systems. "Key" in this procedure refers to a mechanical key or electronic access card. "Key holder" refers to anyone who has been issued a key or card. A "change key" is the lowest level of key. It will only open one or more locks with identical keying. A "utility key" is a specialty key for equipment, electrical panels, etc. A "perimeter key" is an exterior door key.
- 1.2 This procedure shall be administered by the district director of facilities.
- 1.3 The objectives of this procedure are as follows:
  - 1.2.1 Provide a safe environment for employees
  - 1.2.2 Minimize potential loss
  - 1.2.3 Balance security requirements with need for public access
  - 1.2.4 Control distribution of mechanical keys and proximity cards
  - 1.2.5 Educate employees about building security issues and procedures
  - 1.2.6 Standardize key systems to insure consistency and reduce maintenance costs

**2. AUTHORIZATION AND ISSUANCE OF KEYS**

- 2.1 All keys to Community Colleges of Spokane (CCS) facilities are the property of Community Colleges of Spokane. The CCS includes Spokane Community College (SCC), Spokane Falls Community College (SFCC), and the Institute for Extended Learning (IEL).
- 2.2 **Keys shall be issued on a clearly defined "need" basis. Keys are considered to be tools necessary to complete assigned duties.** Guidelines for determining the need for keys include the following:
  - 2.2.1 Keys to CCS facilities may be assigned only to individuals with an official CCS affiliation; i.e. employees, students, contractors. No individual shall possess CCS keys that have not been appropriately issued to him/her. "Facilities" include buildings or portions of buildings under the control of the CCS, e.g. rental and leased buildings.
  - 2.2.2 An employee with a continuing need to frequently access an area during the hours it is locked may be issued a key(s). Upon reassignment or termination of employment, keys will be returned to the immediate supervisor who shall return the keys to the Facilities Department.
  - 2.2.3 An employee, student or contractor with a temporary need to access an area during the hours it is locked may be issued a key(s) for the required period. Keys shall be returned to the Facilities Department at the end of the period.
- 2.3 All keys shall be issued by the Facilities Department per this procedure.
- 2.4 Required approvals:
  - 2.4.1 Great grand master: district director of facilities, then chancellor/CEO.
  - 2.4.2 Campus master (grand master): appropriate administrator, then district director of facilities, then president or executive vice president as required.

- 2.4.3 Building master (master): building administrator, then president or executive vice president as required.
  - 2.4.4 Change key: building administrator.
  - 2.4.5 Mechanical change key and master: district director of facilities.
  - 2.4.6 Perimeter master (master key to all exterior doors on a campus): district director of facilities.
  - 2.4.7 Furniture and utility keys: appropriate administrator.
- 2.5 Replacement of worn or broken keys requires the approval of the key holder's supervisor, provided that the approval process in section 2.4 has been followed. If the approval process in 2.4 has not been followed, that process shall be followed for the replacement key. There is no charge to replace worn or broken keys.
- 2.6 Keys shall be issued upon the proper completion of the Key Check-out form signed and dated by the key holder and appropriate approving authority (see section 2.4 Required approvals). If additional keys are needed at a later date, an additional Key Check-out form shall be used for each request.
- 2.7 Each building administrator is responsible for establishing and maintaining a key inventory and control system for keys issued to him/her. Each building administrator may designate a key coordinator who will be responsible for obtaining, issuing and reclaiming furniture and utility keys to doors and equipment that are the responsibility of the building administrator. The Facilities Department will be notified of all key coordinators. Key coordinators may sign the Key Check-out form on behalf of their department when receiving furniture and utility keys issued to their department. Key coordinators shall, in turn, keep a record of keys they issue to key holders so there is a complete record of each key issued. Departmental key records shall be audited periodically at the discretion of the district director of facilities.
- 2.8 All keys (except furniture and utility keys) shall be issued to the key holder who will actually be using the key.
- 2.9 Positive identification shall be required for the issuance of all keys.
- 2.10 Keys shall not be transferred from the authorized key holder of record to another person.
- 2.11 The **recommended** total number of building master keys that may be issued per building is three; however, the actual number of building master keys issued per building is determined by the college president, executive vice president or chancellor/CEO as appropriate.
- 2.12 Before keys may be issued to contractors, vendors, and/or service agents, CCS shall require a signed document acknowledging company financial responsibility for all rekeying that must be done to restore security due to keys lost or not returned. See "Vendor/Contractor Key Issuance" form.
- 2.13 To facilitate the issuance of keys, the following schedule will be followed for pick-up and/or delivery of keys:
- 2.13.1 SCC, SFCC and IEL: Keys may be picked up at the Facilities Department in the Max M. Snyder Building any time during regular business hours.
  - 2.13.2 SFCC and Lodge: Keys may be picked up at the SFCC Facilities Maintenance Building. Please call 533-3846 for specific days and times.
  - 2.13.3 Spokane County off-campus locations: Regular deliveries will be made twice a week. Please call 533-8630 for specific days and times.
  - 2.13.4 Northern counties locations shall make special arrangements for keys by contacting the Facilities Department (533-8630).
  - 2.13.5 Special arrangements may be made for after-hours pick-up of keys at either campus Maintenance Building by contacting District Facilities (533-8630).
- 2.14 Only in extreme circumstances shall a lock be considered for keying outside of the established master key system. A written request must be reviewed and recommended for approval by the District Key Control Committee and approved by the district director of facilities.
- 2.15 No CCS key shall be loaned to an individual not authorized to use CCS keys. A key that is loaned is the responsibility of the individual who signed for and received the key.

- 2.16 No CCS key shall be used for any purpose other than to operate locks.
- 2.17 Only authorized Facilities Department employees shall duplicate CCS keys. No other employee shall duplicate any CCS key or allow any CCS key to be duplicated.
- 2.18 Approvals for issuance of electronic access cards shall follow section 2.4. The approving authority shall specify areas and times where and when access shall be permitted. The holder of an electronic access card that allows access to one or more buildings or areas under the responsibility of a single administrator shall follow the change key approval process. If the electronic access card allows access to more than one area under the responsibility of more than one administrator, the approval process shall be the same as for a campus master key. If the electronic access card allows access to buildings on more than one campus, the approval process shall be the same as for a great grand master key.
- 2.19 Electronic access cards shall be visibly displayed between the neck and waist by the key holder when in a restricted area during hours that the area is in "locked" status.
- 2.20 To facilitate the use of an access card only by the authorized key holder, the photo of the authorized key holder shall be on each card prior to activation of the card. After receipt of the access card, the key holder shall take the card to the SCC or SFCC campus Photo ID section to have the photo taken. Photo ID staff will notify the Facilities Department that the photo has been taken, and the Facilities Department staff will then activate the card. EXCEPTION: Because of the frequency of turnover, there will be cards ("blanket cards") without a photo that will be assigned to contract security, temporary custodians, contractors, visitors, vendors, etc. These cards shall be identified according to type (e.g. Contractor 1, Contractor 2, Visitor 5, etc.). Activation of blanket cards shall be the responsibility of the district director of facilities.

### **3. LOST OR STOLEN KEYS**

- 3.1 The loss of a key compromises the security of every door it accesses and shall be reported to the Facilities Department, 533-8630, immediately.
- 3.2 Reissuance of a lost or stolen key requires the same approvals as section 2.4 above.
- 3.3 The college (SCC, SFCC, IEL, District Office) containing the department or division that authorized the issuance of the key(s) is defined as the "responsible college." The responsible college shall reimburse the Facilities Department \$50.00 for replacement of a lost or stolen key. This reimbursement fee is to recover the cost of replacement key(s) and cylinder repinning as necessary. The reimbursement fee is waived for furniture and utility keys, and for rekeying under 3.4 and 3.5 below.
- 3.4 If a master key is lost, the responsible college shall pay for the actual cost of timely rekeying of all the locks affected by the master key. Exception: If, after consultation with the district director of facilities, the responsible college president/executive vice president determines that the key was lost in such a manner that it is unlikely the key could be used to gain access to the locks affected, the president/executive vice president may waive the requirement to rekey all of the locks affected by the master key.
- 3.5 If an exterior door or perimeter key is lost, the responsible college shall pay for the actual cost of timely rekeying of all of the locks affected by the exterior door or perimeter key. Exception: If, after consultation with the district director of facilities, the responsible college president/executive vice president determines that the key was lost in such a manner that it is unlikely the key could be used to gain access to the locks affected, the president/executive vice president may waive the requirement to rekey all of the locks affected by the exterior door or perimeter key.
- 3.6 Prudent use and protection of assigned keys is the responsibility of the key holder. Misuse or negligent use of keys may have consequences under the employee's applicable due process rights.

### **4. RETURN OF KEYS**

- 4.1 When an employee's resignation, termination or transfer is announced, the responsible supervisor shall reclaim all keys as part of the separation/exit interview process. Furniture and utility keys shall be

controlled in the building administrator's area by the key coordinator. Change and master keys shall be returned to the Facilities Department. The college responsible for the issuance of keys may be charged an "irretrievable" key fee if an employee-returned key is not properly routed. If a separated employee fails to return an assigned key, the "irretrievable" key fee will be withheld from his/her final paycheck or leave cash-out. The irretrievable key fee shall be the same as for lost or stolen keys described in sections 3.3 and 3.4 above.

- 4.2 Intercampus or U.S. mail will not be used to send keys (except furniture and utility keys). Keys are to be sent using personal service or picked up at a designated distribution point, such as the Facilities Department or a building administrator's office.
- 4.3 Receipts for returned keys will be issued.
- 4.4 Keys may be issued on a temporary basis. For each key not returned by the due date, a delinquent key fee shall be charged to the responsible college and shall be the same as for lost or stolen keys described in sections 3.3 and 3.4 above. The fee may be credited if the key(s) is returned in a timely manner.

## 5. DISTRICT KEY CONTROL COMMITTEE

- 5.1 The District Key Control Committee (10 members) shall have representation from SCC (two members appointed by the campus president), SFCC (two members appointed by the campus president), IEL (two members appointed by the executive vice president), and the District Administration Office (one member appointed by the chancellor/CEO). The district facilities operations manager shall be a member, and the district facilities maintenance manager shall designate a carpenter with locksmith skills to be a committee member. The district director of facilities shall act as committee chairperson. The District Key Control Committee shall meet as requested by the district director of facilities.
- 5.2 The committee shall review concerns related to this procedure and act in an advisory capacity to the district director of facilities.
- 5.3 The District Key Control Committee shall review any requests for deviations from this procedure and if necessary, make recommendations to the district director of facilities for change.
- 5.4 Anyone who wishes to contest any fee or action may request a meeting with the District Key Control Committee by contacting the district director of facilities.
- 5.5 The District Key Control Committee shall review this procedure for changes as necessary and make appropriate recommendations to the district director of facilities.

Approved by District Council November 26, 2001

Approved by Chancellor/CEO November 29, 2001

Approved by AHE/CCS Joint Executive Committee December 4, 2001

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