

Facilities and Campus Services: Key Security - DRAFT

1.0 Purpose

To provide clear requirements for the management and security of keys.

This policy applies to the UAA Main Anchorage Campus.

2.0 Definitions and Acronyms

Campus Security Team: This entity has not been created at the time of the writing of this policy. However, the creation of a campus security team dedicated to the security and monitoring of facilities in the future may be useful to the University.

Exclusive Keyway: This definition may vary by keyway manufacturer, but generally means a keyway locking cylinder and key that are manufactured for one user and can only be copied by that owner or the owner's representative with specialized, patented equipment. Exclusive keyways are typically patented for a specific time period and may be exclusive only for a certain geographical region.

IT: UAA Information Technology Services

IMT: UAA Incident Management Team

Lock Shop: UAA Building Maintenance Lock Shop

Master Key: A key that opens several locks, each of which also has its own key.

Open (Non-Secure) Keyway: A keyway that allows for keys and locks to be purchased, copied, and milled locally without any special restrictions. Some open keyway manufacturers or owners require a letter of authorization for a key to be copied; however, the security of this letter (who writes it, who requires and reviews it) is not reliable.

Owner Performance Requirements (OPR's): OPR's define an Owner's project goals, measurable performance criteria, cost considerations, benchmarks, success criteria, and supporting information. OPR's must be developed with significant Owner and/or Owner's representative input and ultimate approval. Effective OPR's incorporates input early from the design or engineering team, operation and maintenance staff and the end users and is updated throughout the project design.

Restricted Keyway: This definition may vary by keyway manufacturer, but generally means a keyway locking cylinder and key that are cannot be purchased at a local hardware store and that require an authorized dealer for purchase of key blanks or key duplication. Typically, registered

and contractually licensed locksmiths purchase the “rights” to sell restricted keys and locks. *Restricted keyways* are not as secure as exclusive keyways, but they are typically more affordable. Restricted locks and keys are usually high quality and are more resistant to break-ins than *open keyways*.

UAA: University of Alaska Anchorage. UAA is the “university” in this document and refers to the Anchorage campus only. This document governs only the **Main Anchorage Campus:** the cluster of buildings generally along Providence Dr. and the west side of Elmore Rd., east of Lake Otis Pkwy and south of Northern Lights Blvd.

UPD: UAA University Police Department

3.0 Policy

3.1 Management of Keys

- I. The management of keys and the duplication of keys shall be the sole responsibility of the Lock Shop.
 - a. A dedicated on-call member shall be available 24 hours a day, 7 days a week (24/7), with a secondary 24/7 member identified in case of emergencies.
 - b. Keys, key blanks, and duplication equipment shall be stored in a secure area approved by UPD.
 - c. High-level master keys shall be stored in electronic cabinets (not yet procured at the time of writing this policy). UPD and/or the cabinet product may require that key rings be identified with clear serial numbers for secondary tracking. Check-in and check-out shall be done electronically using an employee’s Wolfcard. The location, security, and power back-up requirements of electronic key cabinets will be specified by UPD with input from Facilities.
- II. A key management software (not yet procured) shall be used to manage and track keys and key security levels.
 - a. The software shall be managed and maintained by the Lock Shop.
 - b. The software shall be administered at a technical level by Information Technology Services (IT).
 - c. Master Key security levels shall be developed by the Lock Shop in collaboration with the University Police Department (UPD) and shall require UPD approval. Any updates to master key security levels require UPD approval.
 - d. A 24-hour maintenance contract with the key control software manufacturer is recommended (though one may not be available, as these vary by company) to ensure that administrators have the support they need to maintain the system at the optimal security level.
- III. At the end of each semester, a review shall be done of the system that should at a

minimum include:

- a. The elimination of any individuals and reassignment of keys from individuals who no longer require access to certain spaces or who have left the UAA community.
- b. Review and updates to Master Key security levels to prevent progressive security dissipation or “creep” and to ensure that individuals are granted only the security level that is required and not a higher, more expansive security level.
- c. Assessment of overdue keys that need to be returned to the Lock Shop.
- d. Review by the Lock Shop and UPD of the overall system, its convenience and security measures and concerns, and the identification of any necessary improvements.

3.2 Exterior Door Access

- I. Master keys to exterior doors and into buildings from the campus spine are to be limited to UPD and to individuals from the campus security team and/or IMT that have written approval from UPD.

3.3 Hardware Requirements

- I. The keys and cylinders at the following locations shall have an exclusive keyway for a geographic region determined by UPD and Facilities:
 - a. Exterior doors,
 - b. Doors into spaces of high security concern as determined by UPD or Facilities,
 - c. Doors into spaces with expensive equipment as identified by individual departments and confirmed by Facilities and UPD,
 - d. Doors into any other areas identified by UPD or Facilities.
- II. Keys and cylinders at interior spaces with lower security concern as determined by UPD shall have a restricted keyway that requires:
 - a. A letter of authorization for duplication, and
 - b. A patented design.
 - c. Duplication only by a contractually licensed locksmith, i.e. duplication is not possible at a local hardware store.
- III. All keyways shall be a single manufacturer approved by the Lock Shop.

3.4 Departmental Responsibilities and Requirements

- I. Departments shall not transfer keys between individuals.
- II. Lost keys shall be immediately reported to the Lock Shop. Departments shall keep accurate, up-to-date records of individuals who have keys, records shall indicate key number; date of issue; individual’s name, employee ID number, and phone number. Records may be requested at any time by the Lock Shop or by UPD.
 - a. Note that these records are addition to (i.e. secondary, redundant records) the records

kept by the Lock Shop on the key management software.

- III. UPD and the Lock Shop have the right and responsibility to hold departments and individuals accountable for not adhering to this policy and for the cost of lost keys and rekeying. Accountability measures at their discretion include:
- a. Withholding an employee's final paycheck should a key not be returned.
 - b. Charging departments an administrative fee for keys not returned by departing employees.
 - c. Charging departments an administrative fee for lost keys.
 - d. Charging departments for the cost of rekeying due to lost keys or keys not returned by departing employees.
 - e. Unauthorized key transfers shall be treated in the same manner as lost keys with the resulting administrative and rekeying fines being charged to departments.