

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	KEY CONTROL	06-0903	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-6.1 College Facilities	April 10, 2024		

Purpose

The purpose of this procedure is to establish processes and guidelines for collegewide key control which includes issuance and inventory of keys.

Procedure

- A. Key control shall be established at each campus and center. The Executive Director of Campus Operations, Events and Special Projects, in coordination with the respective Campus Facilities Director, shall be responsible for implementing key control desktop procedures and training staff at their respective facilities. For information security purposes, the College Information Technology Services (CITS) department will maintain key/card control and inventory for all technology spaces, including telecommunications closets, server rooms and technology staffing areas. CITS will work with the Executive Director of Campus Operations, Events and Special Projects on change requests and termination of access for card control for door access. The campus key desktop procedures are to include, but not be limited to, procedures for:
 - 1. Periodic reconciliation of current employees having a continued need for and possession of all keys they have been issued.
 - 2. Employee surrender of keys they have been issued when their employment with the College is terminated or they transfer to another department or campus/center.
- B. Each campus and center will maintain a record of issued keys, and upon the resignation, termination or transfer of personnel shall require all College keys to be returned and appropriate records updated. The Executive Director of Campus Operations, Events and Special Projects, in coordination with the respective Campus Facilities Director, will ensure an annual inventory of all master, sub-master and high security area keys.
- C. Standard keys shall be stenciled with a statement indicating duplication is prohibited.
- D. Each key holder will notify campus security when any building or room key is reported lost or stolen. Campus security will notify the Executive Director of Campus Operations, Events and Special Projects and the appropriate Campus Facilities Director via an incident report.
- E. For the purposes of this procedure “keys” are defined as including physical keys, access cards and access codes.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: September 28, 1982

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