

POLICY:

Washington State University Tri-Cities (WSUTC) is committed to promoting a safe and healthy work environment for its research and academic facilities. In order to maximize the security of campus facilities and property, and to maintain the safety of individuals in potentially hazardous areas it is necessary to restrict facility access only to those individuals with appropriate knowledge, training, and/or supervision. This policy will be incorporated into Business Policy & Procedures Manual (BPPM) 50.25.

PURPOSE:

To establish standards for the issuance of facility keys for the WSU Tri-Cities campus, and to ensure that access to facilities is controlled to protect users, facilities, and property. NOTE: For the purposes of this policy, the term “keys” includes all hard keys, electronic keys, proximity cards/key fobs, PIN codes, and any other forms of access control employed on WSU Tri-Cities facilities.

DEFINITIONS:

- After hours:** Any time outside of regular business hours (8:00AM to 5:00PM, Monday through Friday).
- Restricted Work Areas:** Any location where hazardous materials, equipment, and/or environmental conditions are present.

PROCEDURES:***Authority***

Key control is a duty of WSU Tri-Cities Campus Security. The Campus Security office is responsible for obtaining, issuing, and reclaiming keys to all spaces on the Tri-Cities campus and leased properties.

Obtaining Keys

Keys to WSU Tri-Cities facilities will be issued to employees and students (subject to the limitations described in “Access to Facilities” policy), upon request of that individual’s supervisor or manager. All key requests must be made using a Key Request Form approved by the Vice Chancellor or academic director responsible for the requested space. Requests for keys to maintenance/service spaces will be routed to the appropriate department director (for example, IT, Facilities, EHS).

The Key Request Form is available from the WSU Tri-Cities Facilities Department website at:

tricitities.wsu.edu/facilities/key-request

Note: Key request forms are transitioning to online completion with automatic e-mail routing and approvals. Where paper forms are still in use, the **original** ink signature of the Vice Chancellor/academic director is required. Signature stamps or digital signatures will not be accepted.

Key requests for Restricted Work Areas will be reviewed by Environmental Health & Safety (or other departments, where appropriate) to ensure that the individual receiving the keys has completed the relevant safety training. Keys will not be issued until these safety training requirements are met.

Non-University personnel (such as contractors and service providers) may be issued keys on a temporary basis when necessary, for completion of their duties, when authorized by the applicable University department, and subject to the approval of Campus Security, Facilities, IT, and/or administration. The WSU employee coordinating the contractor's work must sign the keys in and out at the beginning and end of each work day.

Key requests can usually be filled within one to two days. However, on some occasions new keys may need to be made by a local vendor and may not be immediately available. The Campus Security office will notify employees via e-mail when the requested keys are ready for pickup. For new hires, supervisors are encouraged to submit key requests ahead of the start date, in order to have keys available and ready for pickup by the employee.

Keys will not be mailed; they must be picked up in person by the individual they are assigned to. All personnel must present photo ID and sign to verify receipt of assigned keys. Once issued, all keys are the sole responsibility of the individual to which they are assigned and are not to be shared with others. Lending of keys and PIN codes in order to provide access to other individuals is prohibited and may result in revocation of access to the space.

Key Assignment Records

The Campus Security office maintains all key records on a Key Assignment Record form and in a computer database. The Key Assignment Record documents all keys assigned to a single individual. The individual signs the key agreement on the form before keys are issued. Computerized records are maintained for easy searching and cross-checking of key holders according to space, but the paper form must be maintained, and everyone must sign the form to obtain keys.

Key Record Audits

After the conclusion of each academic year, the Campus Security office will conduct an audit of key records to ensure their accuracy. The individuals responsible for each space on campus will be provided a list of who has access to those spaces and will be asked to verify that those individuals are still authorized to use the space.

Costs for Keys

There is no cost to departments or to employees for normal assignment of keys. If departments request services that require unusual expenses, such as re-keying of certain spaces, or many keys for a specified space, those charges may be forwarded to the requesting department for payment. Estimates for such charges will be provided before the work is performed.

Returning Keys

Employees and students must return issued keys to the Campus Security office at the time of resignation, transfer, or departure from campus (see also [BPPM 60.74](#) regarding employee departure procedures). The employee or student must complete a WSU Tri-Cities Key Return form listing the keys being returned. Campus Security will compare this to the Key Assignment Record to ensure that all assigned keys are returned. If keys are missing, refer to the section “Lost/Unreturned Keys” below. If all keys are accounted for, Campus Security will sign the Key Return form and provide a copy to the user upon request. The completed Key Return form will then be filed with the Key Assignment Record in the historical file.

Lost/Unreturned Keys

Lost keys must be reported to Campus Security as soon as possible. A written statement describing the circumstances of the loss must be provided. After evaluating the circumstances, Campus Security will advise the appropriate department(s) whether a security risk exists, and whether re-keying of the space is recommended.

If an employee loses a key, that employee’s department may be charged for the costs of key replacement and/or replacement of locks. The department determines whether the employee must reimburse the department for the costs. Monies collected for the costs of key replacement and/or replacement of locks are deposited as a recovery of expenditure in the appropriate account in accordance with procedures in [BPPM 30.53](#).

If an employee resigns and departs campus without returning assigned key(s), the department administrator and/or campus Chancellor may elect to collect costs of lock and/or key replacement from the employee. In that event, the Campus Security office sends a memorandum to the Bursar’s Office directing that specified fees be collected. A copy of the memorandum is sent to the employee at the last known address. The Bursar’s Office sends a bill to the former employee. Normal collection procedures are available if the bill is not satisfied, or if the key is not returned (see [BPPM 30.56](#)).

Students are also subject to lock or key replacement fees if keys are lost or not returned. These charges can be made against any deposits or credits available in the student’s account. If no funds are available, the student is sent a bill for the fee. Normal collection procedures are available if the bill is not satisfied, or if the key is not returned. In all cases, a letter must be sent to the student at the last known address to advise the student of the need to return keys.

Storage of Keys

When not in use, all master and office suite submaster keys must be kept in a locked key box. Tri-Cities Facilities Maintenance can provide key boxes upon request. Personnel are not to take master and/or office suite submaster keys off campus. *Exception: Employees who have specific emergency response roles and who may be required to respond to campus for after-hours emergencies may carry master/submaster keys off campus in order to expedite response.*

Rekeying of Spaces

Changes of keys and combinations may be made under the following circumstances:

- When the Vice Chancellor overseeing the space concerned makes a written request to the Campus Security office, describing a concern which warrants rekeying.
- Upon the reported loss of a master or submaster key.
- Upon the recommendation of the Campus Facilities Executive or the Campus Security office.

If the rekeying is the result of an administrative request or the loss of a master or submaster key, the cost of rekeying is charged to the department. If contractors or other external entities lose keys, the University may bill them for the costs incurred.

Removal of Access

Any individual issued keys may be required to return keys and/or have their access terminated or restricted due to any of the following (this list is not exhaustive):

- Changes in duties, or in the use of spaces.
- Expiration of employment contract or appointment.
- Unsafe conditions in a space.
- Failure to meet requirements for recurrent safety training in a timely manner, where relevant.
- Failure to adhere to access restrictions, including requirements for after-hours work.
- Providing access to unauthorized individuals.
- Deliberate, repeated, or reckless noncompliance with any safety regulation, policies, and/or instruction from EH&S.
- Any behavior, on or off campus, which creates a concern for the safety and security of other members of campus.

Removal of access may also be done in accordance with appropriate HRS processes and procedures.

Timeline:

Process	Stakeholder	Review Date
Originator Submission	Scott Tomren	August 18, 2020
First Review	Cabinet	November 16, 2020
First Review	Leadership Council	November 18, 2020
Public Comment	Campus Community	December 18 – January 18
Second Review and Approval	Leadership Council	January 29, 2021
Second Review and Approval	Cabinet	February 1, 2021
System Approval	Attorney General	March 1, 2021
Policy Finalization		May 18, 2021
30-Day Review		June 18, 2021
60-Day Review		July 18, 2021
90-Day Review		August 18, 2021
3-Year Review		August 2024