



ACCESS CONTROL PROCEDURES

University of Alaska - Fairbanks

Facilities Services Access Control
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I. Designated Key Issue Offices (DKIOs)

A. Designated Key Issue Offices for UAF are as follows:

1. **Facilities Services:** Responsible for all campus buildings and room keys, residence hall master keys, and campus security level keys.
2. **Rural Campuses:** Responsible for Keys issued to its specific campus for buildings, housing, etc.
3. **Remote Research Sites:** Responsible for Keys issued to it for specific buildings, housing, etc.
4. **UAF Residence Life:** Responsible for all individual student residence hall rooms and family housing unit Keys on UA Fairbanks campus.

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1. **General Access:** No specific limitation on Keys issued. (ex: a shared conference room, some classroom spaces, some suite entrances)
2. **Limited Access:** Identification of a limited area and the limits imposed, will be determined by the Key Control Officer of the specific area in consultation with the Access Review Board, EHS&RM, and the FS Lock Shop. (Ex: Department specific controlled space, areas removed from janitorial access, etc.)
3. **Restricted Access:** Identification of restricted areas and details pertaining to individual restrictions will be determined by EHSRM in consultation with the Access Review Board. (Ex: MRI suite, ammunition/drug storage, chemical storage, research labs, etc.)

VII. Access Control Procedures:

A. Requesting access What information is needed?

- 1.
- 2.
- 3.
4. dress
5. Department or Contractor name
- 6.
7. contractor)
8. Building(s)
9. Room number(s) or area

B. Requesting Key Access:

1. Contact the appropriate Access Approving Authority to request Keys.
2. University employees and students must contact the college or department Access Approving Authority to request Keys, or to get access assigned to their Polar Express Card (also see section G).
3. Contractors and consultants under contract with FS Division of Design and Construction (DDC) request Keys from the Access Approving Authority (Project Manager) of the project at DDC. Contractors and consultants need to state who in their company is authorized to sign out Keys. Contractors and consultants must refer to their contract with DDC for additional general conditions concerning Keys.
4. Vendors and other non-University personnel must request access through the Access Approving Authority of the college or department authorizing their services on campus, or through the appropriate Designated Key Issue Office. Depending on the access requirements, additional documentation may be necessary.
5. The Access Approving Authority will complete and sign a key authorization for the requestor (Keyholder). The form requires the information listed above under section VIII.
6. The Designated Key Issue Office will verify the access type needed and that the request is from the appropriate AAA. The DKIO will also verify there are no outstanding Keys due under the Keyholder
Allow at least three days for Key requests to be completed.

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F. **Buildings with Old key system(s)**

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IX. Requesting Single-Keying of Doors

- A. A college or department may request to remove specific doors from the University master keying system when high security is required, such as controlled substance storage rooms, areas where money is stored, and University Police evidence rooms. Standard University locksets and keyways are still required for these areas.
- B. Requests for Single-Keyed (SKD) or Not-Master-Keyed (NMK) locksets will require the approval for the special keying must be forwarded from the Key Control Officer to the AVCFS for consideration.
- C. If approved by the Access Review Board, the FS Key Shop will re-key the specified areas, removing them from the building Master. The FS Key Shop shall retain override access to Single-Keyed areas.
- D. A list of Single-Keyed areas will be maintained at the FS Key Shop, and will also be provided to the University Police and Fire Department. Keys to access these areas by the University Fire
- E. The FS Key Shop requires 24-hour up-to-date emergency contact information to be posted outside any Single-Keyed door.

X. Requesting Electronic Door Hardware

- A. The campus electronic door access system provides greater flexibility in controlling access to rooms, labs, and buildings. The system uses magnetic cards (Polar Express Card) or proximity -
coring and rekeying of rooms or buildings. The access control policy and procedures apply to these cards as if they are keys.

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- B. The Schlage CO electronic keypad lockset is currently the only approved keypad lockset for use on campus. Older mechanical push button locksets are no longer being installed. Facilities Services will install electronic keypad locksets upon request and after a review of security needs with the requesting department.
- C. The requesting college or department will pay Facilities Services all costs associated with the installation and maintenance of keypad locksets including combination resets.

XII. Returning Keys:

- A. It _____ The FS Key Shop will provide the keyholder with a Key Return Receipt as well as confirmation to the AAA if requested.
- B. It is the responsibility of the AAA to make every effort to ensure keyholders return keys in accordance with University Policy. If efforts fail to have keys returned, they shall be considered lost or stolen, which may require rekeying the affected areas.
- C. Keys shall be returned to the FS Key Shop under **any**

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XIV. Lost, Stolen, Unreturned, and Broken Keys

- A. Key Holders assume the responsibility for the safekeeping of the Key and its use.
 - 1. A Key Holder must report lost or stolen keys within 24 hours to the FS Key Shop (474-6778) during business hours or FS Dispatch (474-7000) during any other time, and complete and submit a Lost/Stolen Form to the FS Key Shop.
 - 2. FS Key Shop will determine if a police report must be filed detailing the circumstances of the loss or theft and will notify the Key Holder if one is needed.
- B. Per Policy, a Key Holder may be held financially responsible for replacing a lost Key. The table below shows the current cost per Key including labor to replace it:

XV. Key Schedule

Per Policy, a Keyholder may be held financially responsible for replacing a lost Key. The table below shows the current cost per Key including labor to replace it:

Key Level	Approval Authority	Lost Key Charge
Top Master TMK (Police, Fire, UAF Locksmith access)	Not issued to individuals	\$2500
Building/Utility/Maintenance master (FS, Janitorial, and CSO Keyrings)	Requested through Access Review Board - (AVCFs, UPD, EHSRM, Dept. AVC)	\$1000
Department submaster	Access Approving Authority (AAA)	\$250
Operating key or key location device**	Access Approving Authority (AAA)	\$50

****A key location device will be attached to any ring of keys with a replacement value of \$500 or more.**

- A. Lost Keys at the level of Master or higher will require a rekeying of all doors associated with the Key. The costs for rekeying will be charged to the department that authorized the issuing of the Master Key. The risk associated with lost Keys at the level of Sub-Master or Operating Keys will be determined by the FS Key Shop in consultation with the authorizing department, and that department will be charged to rekey any doors.
 - 1. An example of the costs associated with losing the Duckering building Master Key in 2015, including the replacement of all Keys and rekeying all locks is shown below:

Labor	162 hours at \$65.37 per hour =	\$10,589.94*
Materials		<u>\$ 90.84</u>
Total		\$10,680.78

* in 2024, the labor rate is \$90 per hour and materials costs have more than doubled since 2015.

- B. Per Policy, the administrative unit shall ultimately be liable for the total cost of lock changes and new Keys to secure areas compromised by lost or stolen Keys issued to them.
- C. If a Key is broken or otherwise damaged, return the pieces of the Key to the FS Key Shop. If a Key is broken off in a lock or is malfunctioning, notify FS Customer Service (474-7000) within 24

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hours. A new Key will be issued after damage verification. There is no charge for the replacement Key.

D.

again if the card is found.

1.

new card will apply.

XVI. Annual Key Inventory

A. Each year, every college and department Key Control Officer will receive a list of Keys issued

B. Colleges and Departments:

1. Complete an inventory and certify that all Keys on the list are accounted for, and all issued card access levels are correct.
2. Return the certified inventory list to the respective Designated Key Issue Office within 30 days after receipt. Extra Keys can be returned at the same time.
3. Colleges and departments will not be issued additional Keys or access codes until their Key inventory list has been certified (signed) by the Key Control Officer and returned to the FS Key Shop.
4. Designated Key Issue Offices retain the right to request a physical inspection to see all Keys and Cards issued to individuals in a college or department.

C. Facilities Services:

1. Each division or shop within Facilities Services that receives a list of Keys shall complete an inventory and certify that all Keys are secured and accounted for, and all issued card access levels and alarm system access codes are correct. Return the certified inventory list to the FS Key Shop within 30 days of receipt.
2. The FS Key Shop will complete an audit of all master keys and verify they are in a secured area.
3. FS Customer Service will conduct routine auditing of Keys issued to them for daily check-outs to Key Holders.

D. Facilities Services Division of Design and Construction:

1. Each Access Approving Authority (Project Manager) will receive a list of Key Holders
2. Each Project Manager must complete an inventory an