



## 1. PURPOSE

The purpose of this policy is to provide optimal physical security and safety for building occupants and to protect the assets of the University of Nevada, Las Vegas (the University). This policy applies to all buildings maintained by the University.

## 2. DEFINITIONS

**Key Holder:** A person to whom an authorized key has been issued.

**Building Master Keys:** These keys are rarely issued and would require approval of the Senior Vice President for Finance and Business or the Executive Director of Facilities Management. In addition, a key protection plan must be submitted and approved.

**Building Sub-Master Keys:** These keys allow access to several areas within a building. Such keys could be made available to Department Heads or a designated department manager with budget authority. The holder of such keys shall have measures to secure them to avoid loss.

**Access Cards:** These plastic cards are programmable and grant the holder access via a computerized Access Services system.

**Keyed Alike Keys:** These keys allow access to multiple rooms within a single building.

**Individual/Change/Pass/Space/Student Keys:** These keys allow access to one room or a single space.

**After Hours Key Card:** Keys that allow access to a building through a single point of entry.

**Access Services Department:** The only University department authorized to make and distribute keys, change locks, re-pin/re-key entry points and modify Access Services.

**Key Request System:** the electronic system used at UNLV for requesting keys and/or access cards for UNLV staff, faculty, students, contractors, etc.





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**KEY REQUESTS:** All key requests must be initiated in the Official UNLV Automated Key Request System and submitted well in advance of the date needed. **NO OTHER MEANS OF SUBMITTAL WILL BE ACCEPTED UNLESS SPECIAL CIRCUMSTANCES WARRANT.** The system can be found at: <http://facilities.unlv.edu/> and clicking on the Electronic Key/Card Request link. Requests are processed on a first come first served basis. Requests needed sooner due to extenuating circumstances should be noted on the request form. You may also contact the Facilities Help Desk by phone at 895-4357 and alert them personally should this become necessary. The Access Services Department will do everything possible to fulfill routine requests in a timely manner, generally within one to two days. However, the beginning of semesters will always present higher than normal demands and lead times. Failure to have a current signature authorization form on-file will result in keys not being issued and the request being delayed or rejected. **HARD COPY FORMS, FAXES, EMAILS, PHONE CALLS AND OTHER TYPES OF ELECTRONIC REQUESTS ARE PROHIBITED.**

**NOTE: No “bulk” quantities of keys will be issued to a single person**

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Key replacement fees are as follows:

- Building Master Key - \$1000.00
- Sub-master Key - \$50.00
- Individual Pass/Space Key - \$10.00
- Keyed Alike - \$10.00
- Access Cards - \$10.00
- Furniture/Cabinet Key - \$1.00
- Key Impressions - \$30.00 (includes one duplicate key) \*

Broken or worn keys/access cards will be replaced at **NO CHARGE** and will be an exact reproduction of the original. Defective items should be brought to the UNLV Access Services Department at CSB-156 for disposal. A new Key Request Form must be completed to replace the defective keys/access cards.

\* Some furniture/cabinet keys where a core number is not available will require taking the lock apart for an impression so that duplicates can be made.

## **7. KEY TRANSFERS**

For security, safety, accessibility, and accurate recordkeeping, the transfer of **keys and access cards** both within and from department personnel, faculty members, students and other University staff is **STRICTLY PROHIBITED**. Keys/access cards no longer needed must be returned to Access Services at CSB-156. A new request must be submitted for new key/card holders. Persons found in violation of this policy can have their access privileges terminated.

## **8. KEY CONTROL AND INVENTORY**

Each department will be responsible for keys issued within their department. It's required that each department maintains their own internal written inventory of keys and Key Holders. An inventory of all keys issued on campus is maintained by the Access Services Department. If you require help with your key inventory, contact the Facilities Help Desk (FHD) via an iService Desk request. Current work loads will dictate how quickly we can respond.

Requests for access cards shall come from the departments using the Automated Key Request system just like hard keys. All access cards will be issued through the departments from which they have been requested after they have been programmed by the UNLV Access Services Department. Should a Department wish to issue access cards to students, they must verify and attest that the student is officially and legally enrolled at the University. An end date for cards will be required for students.



## **9. KEY ISSUING GUIDELINES**

For security and Departmental control purposes, Facilities Management recommends the following guidelines be adhered to for the issuing of keys:

Deans, Chairs – Building Master with approval only (see page 1 above).

Department Chair - Sub-master.

Full Time Faculty and Staff - Pass/Space Key & Classroom Key, Access Card.

Visiting/One-Year Appointment Faculty - Pass/Space Key & Classroom Key, Access Card.

Graduates/Undergraduate Students - Pass/Space Key & Classroom Key, Access Card.

Access Cards will be issued to those requiring entrance after regular business hours or to Access-Controlled areas (TEC rooms, Computer Rooms, Labs, etc.) as approved by the proper departmental authority.

## **10. UNAUTHORIZED DUPLICATING/REPLACING KEYS**

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## 12. RETURNING KEYS

When terminating employment, all keys **MUST BE RETURNED** via the clearance process initiated by Human Resources. All keys are to be brought to the Access Services Department located at CSB-156. It is the responsibility of the department to retrieve all keys from departing employees, faculty and students. The departing individual should copy all records supporting the number and type of keys returned for future reference. Individuals failing to return assigned keys prior to their departure **may** have a financial hold placed on their final paychecks and/or final grades/transcripts.

Employees transferring from one location to another within the University are also **REQUIRED** to return their current keys and request new ones via the Automated Key Request System for their new location.

## 13. LOST OR STOLEN KEYS

Lost or stolen keys **MUST BE REPORTED IMMEDIATELY** to UNLV Access Services and the issuing department so officials can assess the impact of such events against building/department security. In the case of stolen keys, it's suggested that the department contact UNLV Police Services at 895-3668 to file a theft report. Any lost or stolen key can present major security issues. The department should work with UNLV Access Services to perform a threat assessment and determine which accesses, if any, should be re-cored. All costs associated with re-coring and making new keys are bourn by the department, not Facilities Management. These costs can be substantial in the case of lost masters and sub-masters, which is why UNLV Access Services scrutinizes such requests to insure they are needed, carry proper authorizations, and that the requester understands the risks involved.

A Lost/Stolen Key Report must also be completed and sent to UNLV Access Services so the event can be noted on the key holder's record. This especially becomes important when the key holder terminates employment with the University. If the lost/stolen key is being replaced, an electronic version of the form can be activated and completed on-line when the replacement key is requested. Make sure to mark the lost/stolen button where indicated to trigger the form. If the key is not going to be replaced, you must still complete a hard copy Lost/Stolen Key Form. Contact the Facilities Help Desk at 895-4357 (HELP) to have a copy of the form sent to you. Completed forms should then be sent to UNLV Access Services at Mail Code 1048.

The cost of replacement keys is detailed on page 5. Payment must be made via an iService Desk Request with a chargeable account number at the time of the request for replacement. It's the department's discretion to determine if replacement charges will be passed on to the individual responsible for the keys at the time of the loss.









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## APPENDIX A HARD COPY LOST / STOLEN KEY REPORT FORM SAMPLE

