

Policy Procedure: Key Management

Procedure Number: 305P

Contact Information: Facilities Planning and Support Services, 703.425.0798

Forms: [Form 105-156e: Key and Electronic Door Access Request Form](#)

Last Reviewed Date: 01/01/2022

1. The concept of least privilege shall be applied to guide key issuance. This means that employees will be given access only to those areas necessary to perform their duties.
 - a. Keys shall only be issued to the faculty and staff members whose name appears on the approved Form 105-156e: Key and Electronic Door Access Request Form request.
 - b. Keys are not issued to P-14, short term contractors, volunteers or work study students.
 - c. Adjunct Professors shall not be issued keys for general classrooms.
2. Unless circumstances require otherwise, general classrooms will remain open during hours when the College is open, Monday – Friday, open by 6:30am, and will be opened on weekends when classes are scheduled. Classrooms are locked one hour after last scheduled class.
 - a. Since labs must be locked when unoccupied, the College will make appropriate provisions to allow these spaces to be unlocked on a timely basis. This may involve proximity cards and/or secure key boxes.
3. If a door has electronic door access or building has electronic key box, then a key will not be issued.
4. Restricted Keys
 - a. The following keys are classified as restricted:
 - i. Great grand masters
 - ii. Campus masters
 - iii. Building master keys.
 - b. Issuance of the restricted keys is limited to the following department/personnel:
 - i. Police, IT, Emergency Management, and Facilities.
 - ii. Campus master keys will also be issued to Provosts, Directors of Campus Operations
 - c. All requests for restricted keys require a valid justification from the requestor and approval from the Director of Facilities Planning and Support Services or designee.
5. Facilities Planning and Support Services (FPSS) is responsible for monitoring this policy and recommending new and/or revised policies and procedures. The policy will be renewed on an annual basis. They are charged with the following:
 - a. Oversee the key control program and enforce applicable College policies, state laws, and provisions that apply to access and security of College facilities.
 - b. Review and approve all requests for lock modifications.

- c. Maintain standards for the key control program.
 - d. Implement key related projects.
 - e. Maintain the records of individuals holding College keys.
 - f. Provide keys when requested.
 - g. Manage the budget associated with the expenditures.
 - h. Develop and maintain the key plans for the College's facilities.
 - i. Manage all key returns and issuances for the College.
6. Approval Responsibilities
- a. Supervisor Approver
 - i. The supervisor is charged with reviewing all key requests for their employees. The supervisor may approve the request if the employee requires a key to perform their responsibilities.
 - b. Dean/Director Approver
 - i. The dean or director approves the key request after the supervisor. The dean/director may approve the request if he or she believes the employee can be trusted with the key and can justify that the employee requires it.
 - c. Director of Campus Operations (DCO) Approver
 - i. The Director of Campus Operations is the third approval for a key request. The Director assists with maintaining the security of the campus and should only approve key requests to help ensure the continued operations of the campus.
7. Leased/Rented Facility
- a. Key control at leased or rented facilities are managed on a case by case basis. The College's Associate Vice President of Administration is the point of contact for leased or rented facilities.
8. Key control and issuance
- a. Form 105-156e: Key and Electronic Door Access Request Form: Key and Electronic Door Access Request Form shall be completed by each person requesting and receiving a key or gain access to the electronic key box. No paper forms are accepted.
 - b. Individuals receiving keys must have a valid College identification at the time of issuance. Keys will ONLY be issued to the person whose name appears on the Key and Electronic Door Access Request.
 - c. In the event that a key is lost, stolen or a lock is re-keyed, a new Key and Electronic Door Access Request form must be completed and submitted for each individual requesting a key. The Key Request must include Police report case number for the lost or stolen key.
 - d. Duplicate keys are not issued to any office.
9. Lost, Stolen, or Missing Keys
- a. Missing keys regardless of whether they are lost or stolen must be reported immediately to the College Police.
 - b. The expenses incurred by key control and facility access will be shared by those departments and/or individuals who use the services.
 - c. If re-coring is required as a result of a lost key, the department will be charged the cost of the re-coring.
10. Re-Keying Locks

- a. The Facilities Planning and Support Services Department will review and approve all requests for re-coring.
 - b. Requests that result in changing the key hierarchy requires a valid justification from the requestor, will be reviewed for overall impacts to the campus and must be approved by the Director of Facilities Planning and Support Services or designee.
11. Returning a Key
- a. Human Resources will notify Key Control Office when an employee is separated. The employee should return the key to the Key Control Office or College Police to ensure accountability of the key returned. Supervisors should only collect the keys from the employee and return the keys to Key Control Office if the employee is unavailable. If the employee cannot produce the key, a lost/stolen police report must be completed by the employee, a case number obtained, and provided to Human Resources.
 - b. An employee leaving a position internally must return keys to their supervisor. Supervisors cannot re-issue keys to new employees. They must return keys to the Key Control Office or Campus Police.
 - c. Any broken key should be returned to the Key Control Office or Campus Police.
12. Key/Lock Standards
- a. All keys issued will comply with current college standards. Keys that do not meet current standards will be transitioned to the new key system. All other types of locks are prohibited; for example, cipher locks and pad locks.
13. Violations
- a. In accordance with the “Code of Virginia, 18.2-503, Possession or duplication of certain keys” the following apply:
 - i. No person shall knowingly possess any key to the lock of any building or other property owned by the Commonwealth of Virginia, or a department, division, agency or political subdivision thereof, without receiving permission from a person duly authorized to give such permission to possess such key.
 - ii. No person, without receiving permission from a person duly authorized to give such permission, shall knowingly duplicate, copy or make a facsimile of any key to a lock of a building or other property owned by the Commonwealth of Virginia, or a department, division, agency or political subdivision thereof.
 - b. Violation of this section shall constitute a Class 3 misdemeanor.

Definitions

Great Grand Master Key: A key that is able to unlock and lock any door on any campus.

Campus Master Key: A key that is able to unlock and lock any door on one campus.

Building Master Key: A key that is able to unlock and lock any interior door in one building.