Illinois College Key Control Policy

Purpose

The Illinois College Key Control Policy is established to maintain a secure campus environment.

Procedures

The responsibility of implementing and maintaining this Key Control Policy is with the Facilities Management staff. The Facilities Management staff is also responsible for maintaining all aspects of security hardware (locks, cylinders, door closers, cameras, etc.). All keys are cut, stamped, and documented by the access control manager.

Faculty/Staff Key Issuance

Authorization for key issuance must come from the respective Vice President of each department. Each Vice President may designate a representative to coordinate key requests with the Facilities Management staff. Policy and procedure for maintenance, grounds, and custodial key issuance is outlined below.

Maintenance, Grounds, and Custodial Key Issuance

Authorization for key issuance must come from the Director of Facilities Management. All keys must be attached to a key reel which will be provided at the time of key issuance. All keys must be locked in the employee’s locker at the
end of each shift, no exceptions. Never unlock/grant access to a door for an employee, student, or contractor without first contacting Security (3111).

**Student Key Issuance**

The office of Residential Life is responsible for issuing keys to students, no exceptions. Students must fill out and sign key issuance forms for all keys.

**Contractor/Vendor Key Issuance**

All contractors must report to the Facilities Management main office BEFORE conducting any work/business on campus. Key Issuance will take place only at the Facilities Management main office. This Key Control Policy must be read and signed by each contractor during their first visit to the campus. After signing this form, and any other time a key is needed, the contractor/vendor must fill out the information on the key log provided. ALL KEYS ARE TO BE RETURNED THE SAME DAY BY 5:00 PM. If a key is needed for longer than one day, a long term key issuance form must be filled out and approved by Facilities Management staff.

**Lost/Stolen Keys**

All lost/stolen keys must be immediately reported to Security (3111) or Facilities Management (3162). This rule applies to any hour of the day/day of the week. Depending on the level of key lost, immediate action may be required. Regardless of what level of key is lost, locks will need to be modified to render the lost key inoperable. The fees for re-keys and replacement keys are listed in Appendix #1.

**Lockout/Emergency Access Procedure**

You must contact Security at 3111 if you lock your keys in a room, or if you need immediate emergency access to a specific area. Please prepare to show identification upon request.
Card Access

Electronic card access is available at some buildings on campus. Access rights are determined when your Illinois College ID card is created. If you need to add access to a specific area, the same procedures must be followed as if you were being issued a metal key. The cost for replacement (lost) ID cards is listed in Appendix #1.

Termination, Retirement, or Suspension from Illinois College

All keys, proximity fobs, and ID cards must be returned to Human Resources upon termination, retirement, or suspension from Illinois College. Failure to return keys, proximity fobs, or ID cards could result in a hold being placed on final grades and/or paycheck.

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<tr>
<th>APPENDIX #1</th>
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<tbody>
<tr>
<td>Replacement Key*</td>
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<tr>
<td>Re-Key One Lock*</td>
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<tr>
<td>Replacement (lost) ID Card**</td>
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<td>Replacement Proximity Credential</td>
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*Please note that more than one key/core may be affected when a key is lost, this can result in a significant cost for a high level key.

** $15.00 charge only applies to those who cannot produce a damaged Illinois College ID Card.

Please sign and date below

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