GRAYS HARBOR COLLEGE
Administrative Procedure

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KEY DEFINITIONS
The Approving Authority (as defined below) has the responsibility to ensure that keys are issued to individual users in accordance with the Key Issue and Control Policy. The person to whom key(s) are issued is responsible for use of the key(s), providing notice of lost key(s), returning the key(s) and otherwise complying with the requirements of the Policy and written procedures.

Approving Authority: The Dean or Director is responsible for approving the issue of Change Keys that access rooms or areas within their department. A Chief, Executive Chief, Vice President or President is responsible for approving the issue of Department Master Keys or Restricted keys for rooms or areas within their area of responsibility.

Change Key: Change Keys are the most frequently issued keys and open one or more specific rooms on campus with a common key code. They are given an alphanumeric designation in the format: AA##.

Department Master Key: Department Master Keys open groups of doors keyed similarly. An AA Department Master will open all locks with a key code prefix of AA, regardless of numerical designation.

Engineering Key- A key that opens doors within multiple specific departments. Commonly used for custodial and plant operations staff.

Grand Master Key: Grand Master Key(s) open all interior doors on campus (excluding restricted locks). These keys are restricted to staff who require frequent entry to all areas of campus, such as maintenance, custodial and IT personnel. Grand Master keys may not be removed from campus, and must be secured in a campus lockbox at the end of the employee's shift.

Restricted Key: Locks that, for security reasons, are not keyed under the Master Key system. These are also referred to as SKD (Single Key Door) or Off Master.

Key Card: A card that will trigger an electronic lock with a card reader. These may be programmed for any combination of doors on campus.

Key Code: A digital code that will trigger an electronic lock with a keypad. This code may be programmed for any combination of doors on campus.

1. Issuing Keys
A person requesting a key (User) must fill out an online Key Request Form, which must be authorized by the appropriate Approving Authority via an email from the Approving Authority's official GHC email account. Once keys are cut, the user will be notified via email, and the keys may be picked up at the GHC cashier office, unless notified of an alternate location. Any person requesting a key to be issued shall agree to abide by the provisions of the Key Issuance and Control Policy and procedures and to safeguard the key(s) issued to them.
If the requested key provides access to areas not in the signing Approving Authority's area of responsibility, the request will be denied. A new key request form with the appropriate signature will need to be submitted.

Requests for building access, for buildings other than the assigned workspace, will be granted by the Chief of Campus Operations and not be unreasonably withheld.

Keys will not be issued to students or volunteers.

2. Custody of Keys
The person to whom a key is issued shall not give or loan the key to any other person and is solely responsible for safeguarding the keys issued to him/her.
The person to whom a key is issued must report the loss of a key as soon as possible to their immediate supervisor and to Campus Operations. This immediate notification allows the College to take appropriate steps to protect the safety of occupants of the buildings and to secure university buildings and property.

3. Departmental Keys
There may be occasions when a key is held in the custody of a department and loaned to a staff person for a single day. Examples include keys or keycards that are loaned to students to access campus spaces as part of their employment duties. These keys will be issued to a department and kept in a secure location, with a local procedure for have the keys checked in and out on a daily basis.

4. Faculty
Academic deans are the Approving Authority for faculty members. If an adjunct faculty member to whom a key has been issued will not be teaching for an academic quarter, the adjunct faculty member must return the key to the Dean at the end of the quarter during which they taught. However, should the Dean determine that an adjunct member in that department will return after an academic break, the Dean may allow the adjunct faculty member to retain the key.

5. Temporary Keys
Part-time, 1050, short term contract and adjunct staff are issued keys on a temporary basis. Keys must be returned on or before their last anticipated day of employment. All tempo8.rary key assignments will be reviewed annually and extended with the approval of the issuing authority.
Temporary keys may also be issued to full-time permanent employees who have a short term need for additional access. The Approving Authority will designate a date by which the keys must be returned.

6. Vendors & Contractors
Chief of Campus Operations is the Approving Authority for Vendors & Contractors. Approval will be given subject to concurrent notification to the Dean/Director/VP presiding over the area(s) where work will be performed. Keys will be returned at the end of day, unless the vendor will be working on campus for a period of 7 continuous days or more. In this instance, keys will be returned at substantial completion of the project.

7. Access Level
All employees will be issued keys, at the minimum access level practical, in order to allow required work to be performed. It is the intent of the College to allow faculty and staff members all freedom of movement within buildings which is consistent with reasonable security of public property.

8. Use and Return of Keys
The person to whom key(s) are issued shall return all keys to Campus Operations at the end of his/her employment, when requested by the Approving Authority, or when the key(s) are no longer needed by that person to perform the duties of his/her position.

No one may transfer their keys to another person without the express permission of the Chief of Campus Operations and the appropriate Authorizing Authority.

9. Unauthorized Locks

Campus Operations shall issue all locksets and padlocks to be used on campus buildings and facilities in order to assure that they are compatible with the campus key system. Examples of campus buildings and facilities for which Campus Operations must provide locks include doors to offices, buildings, built in cabinets, storage sheds, and gates.

Movable furniture and equipment, such as file cabinets, desk drawers, tool boxes, vehicles and equipment for securing personal belongings are excluded. Locks to secure lockers holding personal possessions are also excluded.

All other locks are prohibited and shall be removed by Campus Operations personnel. Removal may include destruction of the lock.