

### **Department of Art Key Policy and Procedures**

The University of Memphis controls access to facilities, buildings and rooms by restricting access to authorized personnel only. All Department of Art equipment that can be locked must be accessible for security purposes and therefore factory issued keys and/or safe or lock combinations must be maintained in a centralized secure location within the department.

Non-standard access privileges must be requested on an individual basis and approved by the authorizing official by completing the online Department of Art key request and the Access Control System forms.

The university owns and controls all access to its properties and buildings. The use of privately-owned locks on university facilities, buildings and rooms, etc. is not permitted. The duplication of any university key by anyone other than Physical Plant is strictly prohibited.

### **Level of Approving Authority**

Approvals for access will be granted by the Business Officer and Office Associate per the university Authorization for Financial Transactions policy UM1303.

### **Responsibilities of Approving Officials**

Approving officials designate those individuals whose duties require the possession of university access devices and assigned access privileges. One criterion used to determine this designation should be the need for access to buildings or areas during locked hours. Approving authorities have the following responsibilities:

1. Maintain a current listing of personnel to whom they have issued university access devices and assigned access privileges. Written documentation of access may be requested by Physical Plant or Police services at any time.
2. Comply with Physical Plant's annual device (Key/Fob/Card) audit to verify university access devices and holders.
3. Collect appropriate university access devices from individuals at the termination of their employment or when their duties no longer require university access. The returned access device may be retained by the approving authority for use in the future by reassigning in the Access Control system or returning to Physical Plant.
4. Investigate and report to Physical Plant and Police Services incidents involving the loss of university access devices. Should the access device be found, notify (in writing) Physical Plant and Police Services of its discovery.

### **Physical Plant Responsibilities**

Physical Plant is responsible for the cutting of keys, rekeying of locks, and distribution of access devices, as requested. The duplication of university keys by any other person or activity is prohibited. In addition, Physical Plant will produce a current listing of all keys manufactured and their disposition. Physical Plant is the department responsible for installation, control and maintenance of locks, and associated hardware on university property. No university department or individual other than Physical Plant is authorized to contract or purchase services of a non-university locksmith to perform any installation, modification or repair. Physical Plant will conduct a yearly audit of issued devices and will report the results to the Chief Operations Officer.

### **Responsibilities of Individuals Issued University Access Devices**

The following rules apply to all individuals to whom university access devices are issued:

1. Individuals to whom university access devices are issued are responsible for their physical security. The loss of a university access device should be reported immediately to the appropriate approving authority and in writing to Police Services and Physical Plant.
2. The duplication of any university key by anyone other than Physical Plant is prohibited.
3. Access devices are to be used only by the person to whom they are issued.
4. If you are no longer associated with the university, you must return all access devices to the Department of Art Office Associate.

### **Privately-owned Locks**

The use of privately owned locks on university facilities, buildings, rooms, etc., is strictly prohibited.

### **Lost or Stolen Access Devices**

When an access device is lost or stolen, contact Police Services immediately at (901) 678-4357 to file a report. Whether the access device is lost or stolen, a report will be filed by the device holder. Should the device be found, notify Physical Plant, Information Technology Services and Police Services of its discovery in writing.

### **Penalty**

Keys must be returned by the date outlined when submitting the key request form. Failure to return or extend key(s) by this date will result in a fine of \$300 (no exceptions – fee-based upon expense of replacing the lock).

### **Procedure for Requesting Department of Art Keys**

1. Determine room(s) where access privileges are needed (for students, a faculty or staff sponsor is required).
2. Complete the online Department of Art key request form ([https://memphis.co1.qualtrics.com/jfe/form/SV\\_0DpyyzgNVG1Wlfk](https://memphis.co1.qualtrics.com/jfe/form/SV_0DpyyzgNVG1Wlfk)).
3. Office Associate contacts person (within two business days of request) making request to provide a timeline. For a student request, the Office Associate will also contact the faculty or staff sponsor.
  - a. If approved, the Office Associate reassigns the key(s) held in inventory or requests new key(s) cut by Physical Plant and updates department internal records.
  - b. If not approved, the Office Associate notifies the person making the request.
4. Person making request accepts responsibility in the Access Control System (<https://umwa.memphis.edu/eaccess/inventory.php>).
5. Office Associate communicates when keys need to be returned.

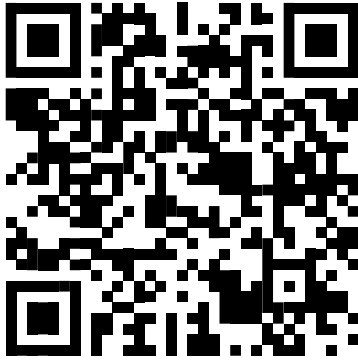
### **Procedure for Extending Department of Art Keys**

1. Complete the online Department of Art key extension form ([https://memphis.co1.qualtrics.com/jfe/form/SV\\_6EamgscW81FFPxQ](https://memphis.co1.qualtrics.com/jfe/form/SV_6EamgscW81FFPxQ)).
2. Office Associate contacts person (within two business days of request) making request to provide a timeline. For a student request, the Office Associate will also contact the faculty or staff sponsor.
  - a. If approved, the Office Associate updates department internal records.
  - b. If not approved, the Office Associate notifies the person making the request and transitions to the procedure for returning Department of Art Keys.

**Procedure for Returning Department of Art Keys**

1. Complete the online Department of Art key return form ([https://memphis.co1.qualtrics.com/jfe/form/SV\\_4Tx7BKMrpLfEaa2](https://memphis.co1.qualtrics.com/jfe/form/SV_4Tx7BKMrpLfEaa2)).
2. Office Associate contacts person (within two business days of request) returning keys to setup a drop off day and time.
3. Person reassigns key(s) to Office Associate in the Access Control System (<https://umwa.memphis.edu/eaccess/inventory.php>).

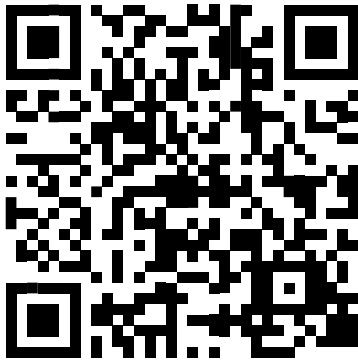
Key Request QR Code



Key Return QR Code



Key Extension QR Code



Access Control System QR Code

