



The University of
Memphis

GE2009 - Building Access/Key Control

Issued: August 19, 2010

Responsible Official: Executive Vice President and Chief Operating
and Financial Officer

POLICIES

Responsible Office: Physical Plant

Policy Statement

The University of Memphis controls access to facilities, buildings and rooms by restricting access to authorized personnel only. All University 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

Purpose

To provide information on how the University of Memphis controls access to campus facilities, buildings and rooms

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Definitions

Access Control System	Access Control System is the web based system available for students, faculty and staff to submit an online request form for building/room access.
AVP	Assistant Vice President Physical Plant
Access Devices	Keys – refer to the metal device the University of Memphis uses to open doors or access a building.
	Grand Master Key - Opens multiple doors in multiple buildings.
	Master Key – Opens multiple doors in a building.



Fobs – refers to an electronic device that the University of Memphis uses to open doors or access a building that triggers the door lock by transmitting a signal to the reader near the door access point.

University Campus Card - University campus cards are an authorized media that may be used to access campus facilities.

Standard Access Privileges

Certain access privileges are granted to groups of University faculty, staff and students based on certain criteria or attributes contained in University Enterprise Resource Planning (ERP) systems. For example, all registered students are entitled access to the computer lab in the University Center or all faculty and staff who work at the Law School are entitled access to the Law School building. These privileges are identified by the door access system implementation teams. Import files are processed on a regular basis from University ERP systems to the door access systems.

Assigned Access Privileges

Non-standard access privileges must be requested on an individual basis and approved by the authorizing official by completing the Access Control System online form.

Procedures

General Information

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.

All request relating to keys, locks, Fobs and Campus Card for building/room access will be submitted via the Access Control System.



Master/Grand Master Building key and rekey requests require a memo from the Department Chair/Director and Dean/AVP. An email or memorandum to Physical Plant is acceptable. Physical Plant will submit an Access Control System Master/Grand Master key/re-key online form and route for appropriate approvals.

Approving officials required:

- Department Chair/Director
- Dean/AVP
- AVP Physical Plant

Level of Approving Authority Financial Managers/ Designees

Approvals for access will be granted by Financial Managers and Designees 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.

Information Technology Services

ITS is responsible for processing the Access Control System online forms relating to fobs and university campus card access, maintaining user information in the door access databases, providing support for the yearly audit of issued access upon request from Physical Plant, and processing import files from University resources into door access databases.



Student Housing	Residence Life staff members will submit an Access Control System online form for keys and will be identified as the responsible person for the device. Keys will be assigned to the appropriate student in the university housing system. The Housing Contract signed by the student addresses the student's responsibility in properly maintaining a key and the requirement for reporting a lost or stolen key. Residence life will produce an inventory report upon request from Physical Plant.
Responsibilities of Individuals Issued University Access Devices	<p>The following rules apply to all individuals to whom University access devices are issued:</p> <ol style="list-style-type: none">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 your Financial Manager or Designee.
Privately-owned Locks	The use of privately owned locks on University facilities, buildings, rooms, etc., is strictly prohibited.
Security Alarms	Physical Plant and Police Services do not maintain access codes for security alarms. The codes are maintained by the responsible department.
Master/Grand Master Keys	<p>Requests for a building to be removed from the University Master Key System and/or the Grand Master Key System should be initiated in writing by the appropriate Dean or Vice President and must be approved by the Chief Operations Officer with concurrence by the AVP for Physical Plant and Chief of Police Services. An email or memorandum to Physical Plant is acceptable.</p> <p>For emergency purposes, a copy of keys for rooms not on the Grand Master Key System must be maintained in Physical Plant and Police Services.</p>
Issuance of Keys	<p>All requests for keys must be submitted by the Access Control System online form.</p> <p>When access to University facilities is required in connection with a commercially contracted project, the AVP for Physical Plant, or designated representative, will coordinate contractors' or concessionaires' requirements and insure that the keys are controlled in an appropriate manner and returned at an appropriate time. University Police Services will</p>



be notified via the Access Control System when keys are scheduled to be retained overnight or for a period of time beyond normal working hours.

Issuance of Fobs	All requests for fobs must be submitted by the Access Control System online form.
Lost or Stolen Access Devices	<p>When an access device is lost or stolen, contact Police Services immediately at 901-6784357 to file a report. Whether the access device is lost or stolen, a report will be filed by the device holder.</p> <p>Should the device be found, notify Physical Plant, Information Technology Services and Police Services of its discovery in writing.</p>
Temporary Access	<p>Individuals who do not possess University access devices, and must gain entry into a University building or area may request assistance from the University Police Services. Upon the receipt of such requests, police personnel</p> <ol style="list-style-type: none">1. will make positive identification of the requester,2. secure permission from the appropriate University official (e.g., Department Chair, Director, or Manager with administrative control of that building or space) to allow the requester to enter the designated area3. admit the requester to the designated area4. advise the police dispatcher to enter a report of the action taken in the Police Radio Log <p>Certain keys are not available to University Police Services. Entrance to these facilities may be approved only by the administrator in charge of the facility. Authorizing officials who wish to allow University personnel to enter a University facility under their authority for an extended period of time (e.g., during a semester) without issuing them a key may notify Police Services by memorandum of the person's name and the circumstances of the needed access. Police Services will then coordinate the admission of the authorized individual into the designated University facility.</p>

Links

Access Control System <https://umwa.memphis.edu/eaccess/cas>

Revision Dates

GE2009 – updated March 23, 2018
UM1567 Rev 2 – updated August 19, 2010
UM1567 Rev.1 – updated June 15, 2009
UM 1567 – Issued December 7, 2006 – supersedes policy
2D:02:02B

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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