

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT
SECURITY

CHA
(REGULATION)

KEY DISTRIBUTION
AND SECURITY

Procedures for key distribution and security are as follows:

1. The Police Team will be responsible for the approval of key requests within the institution's system.
2. The Maintenance Team will have responsibility for installing and maintaining doors and hardware.
3. The Central Office Team of the Physical Plant (hereafter, Central Office Team) will be responsible for making keys, issuing keys, changing lock combinations, and installing lock cylinders.
4. Keys for contractors working on campus will be checked out and returned to the Central Office Team each work day.
5. Employees will be provided with appropriate access to areas of campus by issuance of keys as indicated below:
 - a. Access level A includes all areas of campus. This A level is restricted to the Police Team and Maintenance Team and includes all exterior access doors. All campus master keys will be issued only on an on-duty basis.
 - b. Access level B includes all high security areas of campus. Level B master keys are restricted to the Physical Plant Central Office and the Police Team lock boxes. Level B access includes areas such as:
 - (1) The College President's suite.
 - (2) The business office suite.
 - (3) The personnel office suite.
 - (4) The registrar's office suite (including the admissions office).
 - (5) The campus book store.
 - (6) The campus cafeteria (kitchen and office).
 - (7) Purchasing and receiving.
 - (8) Selected rooms where large quantities of sensitive files or expensive equipment may be stored.
 - c. Access level C includes all offices and classroom areas. Level C access may be requested by a team. Such requests will be in writing to the Police Team which will then issue a key authorization form to the Central Office Team.

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- d. Access level D includes all team offices. Level D access may be requested by a team by sending a key request form to the Central Office Team. Lead-time of 48 hours is necessary to provide keys.