

Florida Institute of Technology

ACCESS CONTROL POLICY

Applicable Employee Classes: All	Revised Date: 11/28/2012	Approved by:  Dr. Anthony Catanese, President
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PURPOSE

This policy defines responsibilities and outlines the procedures used in regulating access to Florida Tech facilities. Balancing access with security is essential for both safety and the smooth operation of the university.

RESPONSIBILITIES

Deans and Vice Presidents (and official designees) authorize access in respective areas, and:

- Provide *Information Technology* with updates of electronic lock access for personnel changes.
- Work with *Facilities Operations* to conduct an annual key audit.
- Collect keys from employees transferring to another department and return these keys to *Facilities Operations*.

Key Holders maintain possession of assigned keys, and:

- Do not loan, transfer or duplicate keys for any reason.
- Sign a Key Holder Agreement before issuance of any keys.
- Return keys upon departure from the university or transfer to another department.

Facilities Operations maintains control of all keys, mechanical locks, and electronic locks, and:

- Assists departments in developing key schedules that provide access to university facilities in a manner that maximizes convenience yet maintains a high level of security.
- Maintains inventory of all un-issued keys and keying systems.
- Maintains database of keying systems and authorized *Key Holders*.
- Reviews key request authorizations to verify the requested level of access is appropriate, and that issuance would not create an unacceptable security risk.
- Authorizes the issuance of keys to contract and maintenance personnel.
- Periodically uploads data into electronic locks (except residence halls).
- Annually conducts a key audit with each department.

Campus Services issues and retrieves keys for residential facilities, programs electronic locks and maintains the database, and assists with maintenance of electronic locks in all residence halls.

Information Technology maintains the database for electronic lock access for all non-residential facilities.

Human Resources collects keys from terminated personnel. Exit paperwork is considered complete when keys are returned to *Facilities Operations*.

PROCEDURE

Key Requests

A request for keys is initiated by a Dean, Vice President, or official designee, who submits a **Key Authorization and Request Form**, located at www.facilities.fit.edu. The *Facilities Operations Locksmith* responds and helps identify appropriate access requirements, and verifies proper authorizations before delivering keys. Documentation issued by a Dean or Vice President naming official designees having access control responsibility for a particular department must be on file with *Facilities Operations*.

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Keys may be temporarily issued to outside contractors or vendors. Requests for temporary assignments shall include the date of expiration of these responsibilities to ensure timely return of keys, combinations, or other access credentials. Deans, Vice Presidents, or official designees ensure the keys are returned at the end of the temporary assignment.

In residence halls, *Campus Services* maintains and assigns the inventory of keys. Requests are made by contacting *Campus Services*, which then coordinates the change with the *Locksmith*.

Electronic Card Access Requests

A Dean, Vice President, or official designee grants and assigns access to spaces within respective areas, and provides periodic updates to *Information Technology*. *Facilities Operations* then reprograms the locks weekly. In residence halls, *Campus Services* maintains access control and programs access for ID cards. Keys are not issued for electronic locks equipped with key override.

Levels of Authorization

- **Master Key:** Operates all locks within a particular building.
These are issued on a very limited basis and require approval of the Dean/Vice President and Director of Facilities Operations. If more than one department is located in the same building, a master key likely will not be issued. Likewise, if a department is located in multiple buildings, a single master may not be available.
- **Sub-Master Key:** Operates all locks within a particular area or suite.
These are typically issued to department heads and require approval of the Dean/Vice President and Director of Facilities Operations. These are sometimes issued to maintenance personnel on an as needed basis, and are returned at the end of each shift.
- **Operating Key:** Operates a specific single lock.
These are assigned by Dean/Vice President/Designee for issue to faculty, staff, and students.

GENERAL INFORMATION

Missing keys and ID cards must be reported immediately to *Security*, and the appropriate Dean or Vice President. *Security* and *Facilities Operations* will then determine the extent of a potential security breach. Missing keys usually result in re-keying of all affected locks, the cost of which will be borne by the department to which the key was assigned.

Installing personal locks in any university facility is prohibited, excluding lockers and similar storage.

Many doors are intended to be locked at all times and must never be propped open nor their locking mechanisms tampered with in any way.

Spaces specifically designated as mechanical or electrical rooms, custodial storage, or telecommunications rooms are restricted for access by maintenance personnel.