

# Access

University Facilities (UF)  
Internal Procedure: 03.B.11.01  
Effective Date: October 2006  
Last Modified Date: July 2022  
Approved by: Bob Wells, updated Todd Barnette

This document establishes official Procedure for requesting and issuing keys.

## Summary

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It is the responsibility of each University Facilities employee to comply with this access policy and procedures.

## Issuing Access

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The Access Control Form must be completed for all access to be issued. Individuals are responsible for the access issued to them. All physical keys must be secured while in the individual's possession. This may be accomplished by the use of a lanyard, key ring or some similar device. When an employee leaves employment with University Facilities, it is his/her responsibility to return all keys to the Building Security Coordinator and/or manager. When an affiliate completes assignment access was granted for, access will be returned to Support Center.

## Access Check-Out & Return

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The following conditions govern the use of keys by individuals and/or contractors to gain access to University academic and administrative buildings:



- Access will be available for check out to University Facilities full-time staff & authorized Business Partners only at the Facilities Support Center.
- Access will only be checked out when entry to a building is necessary for work to be performed. Access will not be granted for personal use.
- Employees will be required to sign out access through the Facilities Electronic Check-out System.
  - Physical keys may be kept a maximum of 2 weeks. If keys are needed past this time, the employee must return the physical key(s) to the Facilities Support Center for verification and the physical key may be checked out for an additional 2-week period.
  - Employees shall not share keys with one another. The individual issued the physical key(s) will be held responsible for actions resulting from the unauthorized loaning of a physical key(s).
  - Most key rings contain multiple physical keys. The number of keys on each ring will be recorded upon check-out. All keys must be verified when returned. Keys shall not be removed from these rings. Failure to adhere to this requirement may result in disciplinary action.

Project Managers will be required to provide documentation for contractors to be added to key checkout system. Project Managers are responsible for the return of access.

Physical keys must be returned to University Facilities Support Center between 8:00 AM and 12:00 PM and 12:30 PM - 4:00 PM, Monday through Friday.

## Lost Physical Keys

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Loss of physical keys will follow the progressive disciplinary process. The individual will also be required to pay \$6\* per key replaced and \$80\* per core replaced. Lost or stolen key(s) that have been issued to employees or contractors (by a Facilities employee) must be reported immediately to the Supervisor, Building Security Coordinator and University Facilities Support Center (656-5450).

## Lost Access Device

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Loss of an access device will follow the progressive disciplinary process. The individual will also be required to pay \$60 per access control device lost/stolen. Lost or stolen access control devices that have



been issued to employees or contractors (by a Facilities employee) must be reported immediately to the Supervisor, Building Security Coordinator and University Facilities Support Center (656-5450).

## Requests for Core Changes

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Non-Residential core requests must be approved by Space Management prior to the work order being issued. Please see [core request form](#).

Residential core requests must be submitted through the Facilities Support Center through a [work order request](#).

## Acknowledgement

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This Procedure must be read and acknowledged prior to issuance of access to any Facilities' Employee or Contractor.

\* Costs of cores and keys may fluctuate due to increases in labor and material costs. University Facilities reserves the right to increase costs of cores and keys as they see the need.



# University Facilities Key Control Form

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

User Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Building: \_\_\_\_\_ Room # \_\_\_\_\_ Key # \_\_\_\_\_

Building: \_\_\_\_\_ Room # \_\_\_\_\_ Key # \_\_\_\_\_

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Building: \_\_\_\_\_ Room # \_\_\_\_\_ Key # \_\_\_\_\_

Building: \_\_\_\_\_ Room # \_\_\_\_\_ Key # \_\_\_\_\_

**Key(s) Agreement:**

By signing below, I recognize that the physical key(s) issued to me today are the property of Clemson University. I accept responsibility for its(their) use and security. I understand that the key(s) cannot be duplicated nor transferred to any other individual. I will return the key(s) to Clemson University Facilities, by the expected date of return, or upon termination or transfer within the University. I understand that failure to return the key(s) will result in a \$6 per-key cut and \$80 per-core replaced due to the loss and progressive disciplinary procedures."

Date of Issuance: \_\_\_\_\_ Recipient Signature: \_\_\_\_\_



**Vendor Key Agreement**

All keys and Badges issued are the sole property of Clemson University and are subject to the rules and protocols established by University Facilities. Keys are issued to Staff, contractors and vendors to complete specific work in unoccupied spaces. Work in occupied spaces must be approved by University Facilities Staff. Start times for work in occupied spaces varies based on building occupancy.

I understand that by borrowing keys from University Facilities, I am professionally and financially liable for the use, possession and return of all Keys and Badges.

- I understand that any key or badge lost, stolen or not returned for any reason will result in lock changes and fees for the impacted units at my expense.
  - Lost Keys can result in charges of \$80\* per Core and \$6\* per key to be replaced
  - Lost Badges can result in a charge of \$60 per Badge lost
- I understand that I must be in possession of issued keys at all times, never transferring, storing, copying, or abandoning keys for any reason.
- I understand that all staff, contractors and vendors on University Property must be clearly identified by company Uniform at all times
- I understand that all keys must be returned by 4pm on the return date
- Housing & Dining’s normal vendor working hours in occupied spaces are from 9am to 5pm Monday - Friday. Any work outside of those hours will need prior approval in writing by the Project Manager assigned to the work being completed.
- All requests for badge access must be submitted 48 hours in advance. Requests for badge access must be submitted in writing by a Project Manager.
  - Notice is given to allow written noticed to be given to building occupants of any work being completed. This is especially important in Residential spaces.
  - Access will be denied is proper notice is not given.

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please list the name of any individual authorized obtain key/badge access in your absence.

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- 1.) \_\_\_\_\_ 2.) \_\_\_\_\_  
 3.) \_\_\_\_\_ 4.) \_\_\_\_\_

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