



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.101
	Date: May 20, 1993
Subject: KEYS AND LOCKS	Page 1 of 2
	Supersedes:

I. Purpose

To establish guidelines for obtaining locks and keys.

II. Scope

This policy applies to all persons who require access to College vehicles, buildings, or areas therein.

III. Definition

Keys and locks--refers to all entry systems and their operators, including keys and bar coded ID Cards.

IV. Policy

It is the policy of new York Medical College to provide a controlled key system for buildings, vehicles, and certain equipment.

V. Procedure

- A. If an employee requests a key, a Key Request (FM-1) form (Select form from "Request Forms" list) must be completed and approved by the Department head or Administrator and forwarded to the Security Department.
- B. The Security Department will review the Key Request (FM-1) form (Select form from "Request Forms" list) and, if appropriate:
 1. Approve the request.
 2. Forward the request to the Facilities management Department.
- C. The Facilities Management Department will:
 1. Cut the requested key(s).
 2. At the time of issue, the requestor must sign the Key Request (FM-1) (Select form from "Request Forms" list) form indicating that the key(s) was received.
 3. Maintain the Key Request (FM-1) forms (Select form from "Request Forms" list) in a file.

Issued By:

Approved By:

- D. If an employee request a lock to be changed or installed, a **Request for Maintenance Services (MM-1)** form (Select form from "Request Forms" list) must be completed and approved by the Department Head or Administrator and forwarded to the Facilities Management Department.
- E. At the time of lock change or installation, the requestor must sign the **Request for Maintenance Services (MM-1)** form (Select form from "Request Forms" list) verifying that the work was completed.
- F. Door locks are to be installed/changed by the Facilities Management Department only.
- G. Unauthorized door locks will be removed and authorized door locks will be installed by the Facilities Management Department.
 - 1. The cost of door lock removal and installation will be charged to the department where the violation occurred.

VI. Responsibility

- A. Department Heads/Administrators
 - 1. Designate individuals to be granted access to secured areas in their departments.
 - 2. Submit an approved **Key Request (FM-1)** form (Select form from "Request Forms" list) to the Security Department
 - 3. Maintain a listing of individuals within the department who have been issued keys and the door(s) they open.
- B. Individual Recipients of Keys
 - 1. Safekeeping of keys and their return to the Facilities Management Department upon relocation on campus or departure from the College.
- C. Security Department
 - 1. Review and approve **Key Request (FM-1)** forms (Select form from "Request Forms" list).
 - 2. Forward approved **Key Request (FM-1)** forms (Select form from "Request Forms" list) to the Facilities Management Department.
- D. Director of Facilities Management
 - 1. Authorization/issuance of all keys to exterior and interior doors of College facilities.
 - 2. Provide advice and guidance with respect to the interpretation and administration of this policy.