

Concordia College Music Department

Key Check Out Form

Name: _____

ID Number: _____ Telephone: _____

Email: _____

Access Needed (rooms) _____

Faculty to Approve: _____

Is this a result of lost or stolen keys? Yes No

Date of Key Return: _____

The keys as described above are necessary for use in performing my responsibilities as a student of Concordia College. I hereby agree to use them in accordance with the Concordia College Key Control policy as printed on Page 2 of this document.

I recognize that it is my responsibility to return my key(s) on or before the date of return listed above. If I do not return the key(s), I will be responsible for the cost to rekey the corresponding locks.

Signature: _____ Date: _____

(OFFICE USE ONLY)

Keys Assigned: _____

Approver Signature: _____ Date: _____

Approver Name: _____

CONCORDIA COLLEGE

OVERVIEW		The following guidelines represent the policies of Concordia College with respect to the authorization, issuance, record management, use and retrieval of keys/fobs with access to college facilities.
DEFINITIONS	Fob / Prox	Electronic fob, card or other credential issued to a requester in place of a physical key. May be programmed with various access times to multiple buildings and areas. Easily deactivated if lost or stolen.
	Key	A physical key issued by Concordia College Facilities Management for access to exterior and interior doors. Departmental equipment keys are not covered by these guidelines.
	Lockbox / Key Capture	A secure storage box/device holding one or more sets of keys. May be secured by key or electronic access.
	Master Key	Typically opens all doors within an area or building. Will open two or more related sub-master groups.
	Sub-Master	Typically opens multiple related doors within an area or department.
KEY/FOB		- There may be cases where a requester is issued electronic access to a building or area when key issuance was not granted. - Master and sub-master keys are subject to an additional review process at time of authorization. - Issuance of individual room or sub-master keys will be made rather than master keys whenever possible. Students shall not be issued a master key. - Key holder audits shall be performed at times of rekeying and as needed to update and review key issuance records.
LOCKBOX / KEY CAPTURE		- There may be circumstances when a lockbox is determined to be appropriate for control of keys. Facilities shall have final approval on any lockbox holding keys authorized and issued by Facilities Management. - A departmental lockbox may be requested by submitting a work request to Facilities Management. - Facilities will perform periodic inventory and maintenance of Facilities issued key rings in lockboxes. - Daily management of the lockbox is the responsibility of the requesting department.
REQUESTS, AUTHORIZATION AND ISSUANCE		EMPLOYEES and STUDENTS
		- All requests for keys/fobs must be submitted to the Facilities Management Department on a properly authorized Request Form. This form may be picked up at the Facilities Management Office or downloaded for printing from http://concordiacollege.edu/files/resources/keyfobrequest.pdf - Key Request Forms may be signed by Senior Campus Administrators, Department Chairs/Directors and other recognized managers for the specific department requesting the access. - Once the form has been received, reviewed and approved by Facilities Management and Public Safety the form will be processed and keys/fobs will be issued for areas and lockboxes.
		STUDENT ONLY NOTE
		- Authorization for the issuance of keys to students or student employees for areas, other than Residence Life, is typically not granted except in cases where a clearly demonstrated need has been established and no workable alternative exists. Workable alternatives include agreements with Campus Public Safety, lockbox or by authorized fob access. - Exterior keys to college buildings shall not be issued to students. - Interior door keys shall be issued on a temporary basis only. Students may be issued sub-master keys in certain cases.
RESPONSIBILITY /CONTROL		The possession of a keys/fobs to a college facility carries with it specific responsibilities. - Do not leave them unattended in any location where they may be exposed to unauthorized use or theft. - Do not loan keys/fobs to anyone. - Do not identify keys/fobs with Concordia building/room names or numbers. - Unauthorized duplication of keys for college buildings or property may result in disciplinary action.
LOSS OR THEFT		- In the event of the loss or theft of any keys/fobs, Campus Public Safety must be notified within 24 hours by calling 218-299-3123. - Once a fob or key is reported lost or stolen: - A fob will be deactivated immediately. A fee may be applied for a replacement. - If keys are reported missing, an e-mail will be sent to the key holder with a series of questions which will help to assess the security issues of the loss or theft. - The key risk assessment team will review the situation and determine if a departmental meeting with the affected parties is required. - If required, a meeting will be scheduled with; the key holder, department representative(s) and members of the key risk assessment team.
KEY RETURN/FOB DEACTIVATION		- Any unused, obsolete or no longer needed keys/fobs must be returned to Facilities Management. - Whenever a key holder leaves the college, issued key(s) must be returned to Facilities Management by the individual or department representative, within two business days. - Failure to return key(s) may result in rekeying of affected locks. Costs to rekey are the responsibility of the individual or department. - A fob will be deactivated once Facilities Management is notified.
POLICY REGULATION		The Director of Facilities will be responsible for implementation and enforcement of the <u>Concordia College Key/fob Control Policy</u> . Review and approval by an authorized Facilities Management Department Administrator and the Director of Campus Public Safety will be necessary before any keys/fobs request will be processed.