



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Key Control Procedure**Page 1 of 3****Implementing Procedure For Policy # N/A****Date Approved/Revised:**

7/02/2025

Division: Administration & Finance

The Key control program is a security measure for College of Central Florida employees at all college sites:

GUIDELINES:

1. Applicable forms for this program include: Key/Access Control Request (Maintenance Request filled out by the recipient's supervisor), Key Receipt Form (filled out by Plant Operations), and Key Return Form (filled out by key holder).
2. Buildings will be locked to maintain security for both the buildings and their contents. Exterior doors should be locked when working in a building before/after regular working hours.
3. College employees will be issued keys and/or access control cards needed for access of facilities, rooms and offices – for College related functions only.
4. Written authorization through the Maintenance Request System for a Key/Access Control Card is required by the appropriate administrator of the department for key assignment. **NO KEY REQUEST BY EMAIL WILL BE PROCESSED.** No key can be issued or borrowed, traded or loaned for any reason to another individual. Employees entering or leaving locked buildings are responsible for securing the site. Employees may be held responsible for losses or damages to college property if they fail to follow this procedure.
5. Service keys for contractors and vendors for access to facilities are temporary and must be signed out in the key log book and a valid copy of individuals' drivers' license needs to be copied and kept on file. Keys must be returned daily before end of business day unless approval is given by Director of Facilities, and appropriate paper work is filled out and submitted to key control specialist.
6. All keys and access control cards issued are property of the College and must be returned to Plant Operations if:
 - a. Employee transfers to another department or site.
 - b. Employee is terminated, retires, or resigns.
 - c. Requested by an appropriate supervisor/administrator.
 - d. Employee is granted a leave of absence for a period of 30 or more calendar days. Special circumstances to retain key(s) per this specific stipulation may be authorized by the VP.

It is the responsibility of the Department Head to ensure all keys are returned under the above conditions to **Plant Operations**. See below for key distribution. **(KEY DISTRIBUTION AND RESPONSIBILITY).**

7. No key is to be transferred from one individual to another, or to be obtained by any other means or individual other than the Key Control Specialist. The individual who signed the key slip that is on file with the key control specialist is responsible for the key until it is returned to Plant Operations.
8. Access Control Card access and Key Access tailgating is prohibited – be aware of your surroundings when entering a building that no one follows you through when you unlock a facility, allowing access to unauthorized personnel or visitors.

NO DEPARTMENT/FACILITY KEYS MAY BE DUPLICATED, Plant Operations is responsible for making keys and the maintenance of the lock system. NO other entity is allowed to duplicate college keys. Any individual attempting to duplicate college keys will be prosecuted and dealt with as a criminal offense.

NO PERSONAL LOCKING MECHANISMS, PADLOCKS OR OTHER LOCKING DEVICES ARE PERMITTED TO BE USED ON COLLEGE PROPERTY without special permission from Director of Facilities.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or Compliance@cf.edu.

KEY TERMS AND AUTHORIZATION:

Master Key and “119” Keys – This key is authorized to personnel only with the approval of the Director of Facilities and Vice President of Administration. The loss of a master/119 key would incur a cost to be paid by the keyholder to replace, so distribution is limited to only key personnel.

Individual door keys – Open specific classrooms, offices or/and instructional areas only. This requires an individual to fill out a Key/Access Control Request Form, so it can receive approval from the department head. No individual door keys are submitted to personnel with a Master key. Access to areas can be added to an existing access control card once approved.

Miscellaneous keys – Keys for desks, filing cabinets, etc. are supplied and maintained by the Department Head of each Department. If assistance with these locks is needed, a Maintenance Request should be submitted to the Plant Operations Department.

KEY DISTRIBUTION AND RESPONSIBILITY:

1. A Key/Access Control Request Form must be completed by the requester and approved by their supervisor.
2. A Key Receipt Form must be completed by the key control specialist and signed by the key holder and appropriate administrator. The administrator may make a copy of the form for their records; the original document is kept on file by the key control specialist.
3. The individual issued a key is responsible for that key and its return. **KEYS MUST BE TURNED INTO PLANT OPERATIONS**, not staff assistants, administration, security or other. Keys are turned into Plant Operations prior to completing separation actions and issuing final paychecks. In the event an employee is terminated the key or access card would be returned to the supervisor or Vice President (whoever is present at the termination) and submitted directly to Plant Operations by them.
4. **Possession and or use of an unauthorized key is a class three misdemeanor** and will be dealt with as a criminal offense.
5. Keys are distributed to personnel with integrity, trust and respect – we hope that personnel will treat the college and others with those same ethics.

KEY REPLACEMENT:

Lost and stolen keys must be reported to your Head Department and Public Safety (Security) immediately. An incident report must be completed before a replacement key will be issued. A \$25.00 fee will be charged for each replacement key lost/stolen. Please remember key replacement may also compromise security, and a lost/stolen master key or Individual door keys may result in an investigation which may incur additional costs. Additional cost will be estimated by the number of locks that must be replaced. This number could be from one (1) @ \$80.00 to several hundred locks depending on the type of access the key had that was lost. We want to stress the severity of this matter to ensure the safety of college staff and students. Keys lost the 2nd time will require the approval and authorization signature of the Vice President of Administration, and the 3rd time will require the President of the College.

Broken keys will be replaced at no cost, but all broken pieces must be returned to the key control specialist.

KEY AUDITS:

On occasion Key Audits may be ordered by appropriated college officials, to evaluate building access requirements, security areas becoming compromised or to update existing systems.

RESTRICTED AREAS

Restricted access lock systems are implemented in higher security areas such as computer rooms, supply rooms, flammable liquids, food and drug storage and where confidential materials are stored. Key access to these areas are reviewed and approved by the Vice President of Administration and Finance.

Requests to apply restricted access to any area must be submitted in writing to the Vice President of Administration and Finance for approval and the Director of Facilities. Approval needs to be reviewed for Safety and state compliance as well as other requirements.

STEP BY STEP KEY PROCESSING:

1. Key request for all new and replacement keys are made through the Key/Access Control Request Form. Access is located in <http://inside.cf.edu> – authorization is given by Department Head and usually limited to certain personnel within each department.
 - a. Information needs to include employees name and areas that need to be accessed (office number, classrooms, etc.)
 - b. Employee start date, please allow 10 days for completion, so please submit to allow processing time.
 - c. E-mail or phone request will not be processed as they do not go through required approval status.
2. Key requests are processed by our Key Control Specialist, who makes up keys and records data in the system key data base, prepares paperwork for signatures and then sends keys to head of department for signatures and distribution. The paperwork is then returned to the Key control specialist for record retention with all signatures.
3. Employees that resign, retire, transfer within the college to new positions or are terminated must return all keys issued to them to PLANT OPERATIONS using the Key Receipt | Key Return Form.

KEY ACCESS TO BUILDINGS WITHOUT KEY

Access to any building, office or classroom must be obtained by Public Safety. Plant Operations is prohibited from opening doors for staff, students or any other persons requesting entry into a facility location, even if it is your office or classroom. (This pertains to keys; misplacement, locked in office, left at home, etc.). Public Safety can be reached at ext. 1472 or 1422 and are located in Building 55 on the Ocala Campus, ext. 1848 at the Appleton Museum of Art, ext. 6135 at the Wilton Simpson Citrus Campus, ext. 5043 at the Hampton Center, ext. 2143 at the Jack Wilkinson Levy Campus, and 352-843-6006 at the Vintage Farm Campus.

ACCESS CONTROL CARDS

Access cards are another type of entry security system to college facilities, offices and rooms. This system has the same guidelines and procedures as the key control program. One added security measure to this access system is the awareness that proximity tailgating is prohibited (proximity tailgating is when someone with an access card enters a building and the person behind them follows under the previous persons access).

I have read the above conditions of the College of Central Florida Key Control Program and agree to its terms and conditions and responsibilities of having a key issued from the Key Control Specialist.

Signature & Date

Printed Name



KEY RECEIPT | RETURN RECEIPT

Attached is the key requested. **Any keys from your previous office location, need to be returned when you receive your new key.**

Please obtain signatures below, acknowledging receipt or return, along with Plant Operations in Building 10.

Report any problems with or loss of the key to Plant Operations, ext. 1479 or 1293.

BLDG#	ROOM#	ALPHA	PLAN#	FILE#	Key ID #	LAST NAME	FIRST NAME	ACCESS CARD

Additional Information:

KEY RECEIPT (and acknowledgment that I have read and agree to the conditions of the Key Control Procedure)

Keyholder Receipt (print): _____

Keyholder Receipt Signature: _____ Date: _____

Approver Name (print): _____

Approver Signature: _____ Date: _____

RETURN RECEIPT

Keyholder Return (print): _____

Keyholder Return Signature: _____ Date: _____

Plant Operations Receipt (print): _____

Plant Operations Receipt Signature: _____ Date: _____

Vice President, Administration & Finance		Date:
Approved by President		Date: