I. REFERENCES

II. GENERAL POLICY

Building entrance keys are provided to appropriate faculty/staff/students to unlock doors at designated building entrances that need to be accessible after regular hours of operation. Departments should establish and post hours of operation in coordination with the Facilities Management Division Building Supervisor and in conjunction with issuance of building entrance keys. In general, the campus is open from 7:00 a.m. until 10:00 p.m. unless other specific building hours are established and posted.

Building Entrance Key Control Coordinators are designated for each building and are responsible for: reviewing and approving departmental requests for building entrance keys; performing periodic reviews of the departments’ record keeping systems; providing Facilities Management Division with a list identifying individuals in each department who are authorized to request keys; and maintaining their own lists of individuals with building entrance keys.

III. PROCEDURES

A. Building Entrance Key Duplication or Rekeying

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Completes Facilities Service Request (FSR) and forwards it to Building Entrance Key Control Coordinator for review and approval signature which is required in addition to normal signatures. Also updates and maintains department key issuance control records. Request must include key number, quantity requested, justification, and whether departmental pickup or delivery.</td>
</tr>
<tr>
<td>Building Entrance/Key Control Coordinator</td>
<td>Reviews and signs request and forwards FSR to Facilities Management. Also updates and maintains building key issuance control records. If request is for rekeying or lock changes, additional written justification is required and Building Entrance/Key Control Coordinator will report request to Police and Fire Department for emergency access information files.</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>Duplicates keys and at discretion of department will either:</td>
</tr>
<tr>
<td></td>
<td>• Call department for pickup, or</td>
</tr>
<tr>
<td></td>
<td>• Have keys delivered to Building Entrance/Key Control Coordinator (for a charge to the originating department). Master Keys are delivered by Facilities Management (for a charge) or picked up by department.</td>
</tr>
</tbody>
</table>
RESPONSIBILITY | ACTION
--- | ---
If rekeying is requested, changes locks at time of key delivery and collects replaced hardware.
Updates necessary building entrance key control records.
At end of month, charges to requesting department appear on General Detail Ledger.

### B. Building Entrance Key Distribution and Record Keeping for Departments

RESPONSIBILITY | ACTION
--- | ---
Department Building Entrance/Key Control Coordinator | Distributes entrance door keys to appropriate faculty/staff/students according to departmental procedures.
Verifies that individual has proper identification including a Building Use Permit and a photo identification (e.g., UCLA photo identification, driver’s license, or other appropriate identification with photo). Note: No indefinite expiration date on a Building Use Permit will be honored by the UCLA Police Department.
Updates Department/Building Entrance Key Control Coordinator key issuance control records periodically.
Updates list of authorized Building Entrance Key Control Coordinators as personnel changes are made and forwards to Facilities Management. This will ensure timely processing of building entrance key requests.

### C. Building Entrance Key Retrieval

RESPONSIBILITY | ACTION
--- | ---
Department | Obtains building entrance keys from terminating or transferring faculty/staff/students implementing department’s own procedures.
Returns keys to Building Entrance Key Control Coordinator including identification of department and terminating faculty/staff/student.
Updates department key issuance control records periodically.
If keys cannot be recovered, or if keys were lost or stolen, or if individual refuses to return keys, notifies Building Entrance Key Control Coordinator (lost, stolen, or refusal) and the UCLA Police Department (stolen or refusal only) as follows in Section D.

### D. Reporting Lost, Stolen, or Refusal to Return Building Entrance Keys

RESPONSIBILITY | ACTION
--- | ---
Department | Notifies Building Entrance Key Control Coordinator regarding lost, stolen, or refusals to return building entrance keys, and updates departmental records.
RESPONSIBILITY | ACTION
--- | ---
Building Entrance Key Control Coordinator | Updates building entrance key records and,

- Notifies UCLA Police Department if building entrance keys are reported stolen; or

- Notifies the UCLA Police Department - Crime Prevention Office for investigation and follow-up if terminating faculty/staff/student refuses to return building entrance keys.

- Confers with department representative/UCLA Police Department/Facilities Management regarding whether building entrances need to be rekeyed or locks changed.

E. **Forms Involved**

1. Facilities Service Request (FSR)
   Online version available at [www.fsr.ucla.edu](http://www.fsr.ucla.edu).

2. Building Use Permit

Issuing Officer

/is/ Jack Powazek

Assistant Vice Chancellor, Facilities Management

Questions concerning this policy or procedure should be referred to the Responsible Department listed at the top of this document.