I. REFERENCES

II. STATEMENT

The following guidelines have been formulated to maximize the security of UCLA facilities and to provide for the administration and control of keys. This policy does not apply to keys used in residence halls, residential apartments, the UCLA Medical Center, the UCLA Faculty Center, ASUCLA facilities, University Credit Union, or leased space.

A. Campus Master Keying Plan

Buildings are keyed in accordance with a campus master keying plan.

B. Unauthorized Use

Unauthorized fabrication, duplication, possession or use of keys to premises owned by the University of California is a crime (California Penal Code, Section 469).

C. Responsibilities

1. Facilities Management is responsible for:
   a. Creating keying systems which will ensure security and reasonable convenience to departments occupying buildings or facilities, in coordination with the departments concerned.
   b. Maintaining up-to-date records of: keying systems, Building Entrance Key Control Coordinators, master keys issued to other departments, and the central key control files. The central key control files identify key system used, key-way, masters, change keys, type of lock on door, department, and phone number.
   c. Fabricating and issuing all keys:
      • For new buildings, the initial complement of keys is furnished under new building or alteration contracts directly from the hardware manufacturer. The initial complement of keys is supplied as an expense against building project funds. Any subsequent issuance of keys, however, is charged to the requesting department.
      • For additional or replacement keys or rekeying existing departmental space, a written request with the proper signature authorization is required.
      • When a department receives an allocation of existing space, Facilities Management should be consulted regarding keying of the newly assigned area.
d. Performing all lock work, except that required under construction contracts.

e. Coordinating lost or stolen key records with the UCLA Police Department, if applicable. Determination as to whether rekeying of an area is required (e.g., because of lost or stolen keys) will be based on consultation between Facilities Management, the UCLA Police Department, and the departmental representative.

f. Furnishing to authorized department personnel, upon request, listings of master keys and rooms they will operate in the department by key number. Information will be provided only to the appropriate individual in person, and will not be provided over the telephone.

g. Locking and unlocking campus buildings according to posted building schedules. In addition, Facilities Management responds to requests to open buildings and classrooms during normal building hours.

2. The UCLA Police Department is responsible for:

   a. Retention of reports of stolen keys.

   b. Enforcement of California Penal Code, Section 469, which applies to unauthorized use of keys to premises owned by the University of California.

   c. Issuing recovery of key letters to former faculty, visiting scholars, staff, student employees, and students at the request of campus departments.

   d. Screening requests and opening campus buildings and rooms during off-normal hours or non-classroom space during normal building hours for authorized personnel holding current valid University identification.

3. Department Heads are responsible for:

   a. Authorizing the issuance of keys and accompanying Building Use Permits to faculty, visiting scholars, staff, student employees, and students as necessary. No indefinite expiration date on a Building Use Permit will be honored by the UCLA Police Department.

   b. Recovering all University keys from faculty, visiting scholars, staff, student employees, and students under their jurisdiction who are terminating or transferring to another department or activity, and recording return of the keys.

   c. Securely storing unassigned keys pending reassignment. Locked key boxes may be purchased from the Facilities Management.

   d. Maintaining departmental key records.

4. Faculty, visiting scholars, staff, student employees, or students to whom keys have been issued are responsible for:

   a. Signing a key issuance record and maintaining security for any key issued.

   b. Obtaining a valid UCLA Building Use Permit with photo or with a confirming photo identification.

   c. Returning keys to department upon termination, transfer or as requested by department.

   d. Reporting loss or theft of University keys to their department, and reporting theft of University keys to the UCLA Police Department as soon as possible.
5. **Building Entrance/Departmental Key Control Coordinators** should be designated for each building or department.
   a. Building Entrance Key Control Coordinators are responsible for reviewing and approving requests from departments for building entrance keys; performing periodic reviews of the departments’ record keeping systems; distributing building entrance keys to departments; providing Facilities Management 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.
   b. Departmental Key Control Coordinators are responsible for establishing and maintaining control of the keys to interior spaces assigned to their departments; reviewing and approving requests for keys; issuing written orders to Facilities Management with the proper signature authorization; distributing keys; distributing Building Use Permits when appropriate; and record keeping.

**D. Special Security Keying, Keying Changes, or Keying Off Master**

Special high security locks and keys for special areas of consideration may be permitted on approval of the department head and with the concurrence of Facilities Management, the appropriate governmental agencies, and the UCLA Police Department. Any locks installed must meet current building safety, fire, and A.D.A. codes. No department or individual may install locks or keys for space control nor may locks be changed without the prior evaluation and approval of the department head and with the concurrence of Facilities Management, the appropriate governmental agencies, and the UCLA Police Department. Unauthorized locks and locking devices will be reported to Facilities Management and coordinated with the department head and the UCLA Police Department prior to removal.

Issuing Officer

/s/ 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.