



# WILLIAM & MARY

CHARTERED 1693

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## **DIRECTIVE 705**

**TITLE: Key Control Policy for Facilities Management staff**

**EFFECTIVE DATE: January 4, 2016**

**REVISION OF: FM Directive 750 – Key Control Policy for Custodial Staff dated May 1, 2013**

### **I. SCOPE:**

The Key Control Policy applies to all Facilities Management (FM) staff.

### **II. PURPOSE:**

To facilitate the issuance of building keys to FM staff on an as needed basis and to define the responsibility for issuance, control and collection of building keys.

#### **IMPORTANT NOTICE**

Unauthorized fabrication, duplication, possession, or use of keys to facilities of The College of William and Mary will result in disciplinary action. Building keys remain at all times the property of the university and may be recovered at any time.

### **III. POLICY:**

#### **A. Fabrication**

The FM Lock Shop fabricates all keys and performs all lock changes for campus facilities, except for work performed by on site contractors.

## **B. Key and Building Security**

1. Building keys issued to FM staff may only be used in the performance of assigned duties.
2. Building keys will be labeled with an identification number but names of buildings or individuals shall not be indicated on any key or key ring.
3. The individual to whom keys are issued is personally responsible for their use until returned. FM staff shall personally sign for keys and shall not transfer or loan keys to students, faculty, staff, contractors or vendors.
4. Key holders must maintain strict personal control over keys and key rings at all times. Do not leave keys or key rings lying or hanging unattended. Only change keys necessary for access to the staff member's workspace may be taken home. All other assigned keys will remain on campus and be kept in a secure location during non-working hours.
5. Key holders shall not "prop" doors or leave them unlocked during hours when the facility is normally closed.
6. Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the FM staff member to have a legitimate need for access to the room or building.
7. Damaged, lost or missing keys or key rings must be reported immediately to a supervisor who will notify Campus Police and the appropriate FM director.

## **C. Key Control**

1. Weekdays  
Custodians are required to report to their supervisor's office ("report to the clock") at the beginning of their shift and again at the end of their shift to personally pick up and return their building keys. Supervisors or their designated leads will confirm return of keys at the end of each shift and secure them in a key cabinet.

Other FM directors will implement procedures to ensure safeguarding of keys.

2. Weekends and After Hours  
On call custodial staff shall sign building keys out and back in at the Power Plant each time they respond to a service call. Building keys for custodial staff will be kept in a designated lock box located inside the Power Plant office which is accessible 24/7. Power Plant staff provides physical control only over keys assigned to the lock box by the Director of Building Services.

Operations & Maintenance staff responding to after-hours calls may pick up needed keys from their workspace and/or the Power Plant. Keys will be returned to the workspace/Power Plant upon completion of work.

