Key and Electronic Access Systems Procedures

A. Mechanisms for Obtaining Key or Card Access

A department head, dean or vice president can initiate a request for key or card access privileges. Mechanisms include:

Faculty, Staff and Graduate Students Submit request for Key & CATcard Access using the Key and CATcard Request app (https://uvmd10.drup2.uvm.edu/dsc/keycatcardaccessrequests) Appropriate approvals must be received and processed by the Lock Shop for key assignment or for user privilege activation on a continuing basis.

Student and/or Group Access Requests The dean, director or department Student access to residence halls... Life.

B. Return of Keys

University keys and ID's issued to members of the faculty and staff University of Vermont. Keys must be returned to the Lock Shop up

or transfer. University ID's that provide door access must be returned to the CATcard Service Center upon the member's termination.

When an employee leaves a particular office or department, any issued keys must be returned to the Lock Shop. Do not pass the key directly to a replacement employee.

C. Lost/Stolen Keys or ID Cards

Lost or stolen keys or door access cards (i.e., University IDs) present a significant security

B. Traditional Locking Systems

1. Yale System

The first major coordinated keying system for the University (developed in the early 1940's);Yale System keys are easily duplicated and should be discontinued by 2010.

2. Sargent Keso System

First used on exterior doors in 1972, and subsequently installed in most academic and administrative facilities, this system is no longer protected by patents and will be replaced with a system from Kaba Peaks phased in between 2005.

3. Kaba Peaks System

The newest keying system for the campus, this system will be installed in existing academic/administrative facilities, and in all new and renovno lon newest key (t)-2 (armg2)-915 TD [(a

Colleges wishing to limit access to buildings based upon student status, enrollment or other classification, must submit a request to the Provost's Office. If the Provost approves, the CATcard Office will program the door access system to accommodate student access. Privileges will be extended no longer than one academic.year

RESPONSIBILITIES OF PARTIES

A. Facilities Management personnel will be responsible for:

Establishing and maintaining keying system(s), in coordination with campus departments and Police Services, which will ensure security and provide reasonable convenience;
Maintaining the central key control file and keeping up to date records of ALL access privileges granted to faculty and staff;
Procuring and issuing all keys;
Permanent exterior door building access privilege activation for faculty, staff and graduate students;
Securely storing all unassigned keys, pending their issuance;
Performing all lock work except that required under construction contracts;
Furnishing department heads, on an annual basis, with a listing of keys or CATcard access privileges issued to department members for the purpose of verification; and
Terminating privileges for employees who end their employment with UVM.

B. Police Services personnel will be responsible for:

Assisting Facilities Management and CATcard Service Center personnel with the development of the keying systems; Coordinating with the Lock Shop on keying and/or hardware improvements;
Maintaining on file, at least one key to each lock system and special lock to allow emergency access to all facilities on campus;
Flagging lost cards on their CATcard Access Administrative terminal on evenings, weekends and holidays;
Providing remote unlock service to appropriate University faculty, staff and students;
Investigating and documenting reports of lost University keys and giving one copy of each report to the Executive Director of Facilities Management; and
Monitoring CATcard door alarms status through their Administrative workstation.

C. CATcard Services personnel will be responsible for:

Maintaining the security and integrity of the central database, operating software and hardware of the access privilege control system;
Setting up privilege door lock/unlock schedules for door access on the CATcard operating system and door lock/unlock schedule;
Establishing/terminating access privileges for entire classes of students at the direction of a Dean's office;

Installation, troubleshooting and maintenance of card readers, related controllers and the network connections;
Coordinating funding for system expansion and equipment upgrades; and
Making access cards for contractors or other authorized parties.

D. Department heads will be responsible for:

Authorizing the issuance of keys or card access to faculty, staff or students as necessary, in accordance with these guidelines;
Reporting the loss of keys or IDs immediately to Police Services and Facilities Management personnel;
Requiring terminating and transferring employees to return keys to the Lock Shop and ID cards to the CATcard Service Center; and
Verifying the annual key inventory furnished by Facilities Management and returning the inventory with corrections to Facilities Management

C. Returning Keys

 Keys to be returned may be left with an employee at the Lock Shop at main office at 284 East Avenue. Upon request, a written receipt will be issued upon return of the keys.

D. Bent/Broken Keys and Worn ID Cards

If a key needs to be replaced because it is bent or broken, submit a Request for Keys with the key attached. Worn out ID cards, used heavily for work-related access (Police Services, Facilities Management, etc.) up to 2 CATCards per year will be replaced at no charge.

E. Requests for Rekeying

Requests for rekeying (lock change) should be submitted in writing on the Request for Keys/Card Access Form to the Executive Director of Facilities Management with a notation of the budget bearing the expense. A Key Request for the new keys should accompany the memorandum.

Forms

Request for Keys/Card Access Form

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Lockshop
(802) 656-0984
lockshop@uvm.edu