University of Wisconsin Madison
Physical Plant Employee Key Policy

A. Objectives
1. To achieve maximum security while maintaining reasonable usability of University facilities.
2. To maintain control of the campus key and lock systems including key duplication and distribution.
3. To maintain accountability for all keys issued.

B. General
It is the policy of the University that other than during posted building hours all buildings shall be locked in order to maintain the safety of both the buildings and their content. Keys are issued for entry to University buildings for the purpose of conducting University business only.

C. Responsibilities
1. Physical Plant Lock Shop Responsible for:
   a. Creating and maintaining the University's lock and key system, including schematics, codes, and product standards.
   b. Maintain a computer-based key management system.
   c. Issue keys with proper-signed authorization key forms and maintaining records.
   d. Maintaining a database of all keys, locks, and associated building and room numbers that they operate.
   e. Restore physical security in a timely manner whenever key control has been compromised.
   f. Help departments set up a key record system if requested to do so.
   g. Provide education and training in adherence to the key policy and key issuance.
   h. Periodically audit the status of key issue forms. Any overdue keys will result in a report to the Shop Supervision and any other appropriate parties.

D. Requesting Keys
1. Key Authorization
   a. Determine what building/rooms access is required. University of Wisconsin Lock shop will determine the level of key required to provide such access.
   b. Submit a key request using the Physical Plant key request form. (Note all requests must be approved by requestors shop supervision).
   c. All University keys will be issued by the Physical Plant Lock Shop. In the case of an Emergency i.e. after hours call a Physical Plant Employee may check out a key from the Police Department but must return key(s) upon completion of the service required or upon the resumption of the normal work schedule.
   d. No key issued to an Employee should be shared / loaned to anyone at any time for any purpose; keys issued to an employee are the employee’s responsibility.
e. Employees requiring keys are not to request or accept keys from Facility Managers Or Building staff / occupants.

f. Physical Plant employees must practice reasonable care with all keys assigned to them (i.e. do not leave keys unattended at any time, do not store keys in service vehicles Except in approved containers, all University Keys that are permanently assigned to An employee are be secured using only approved key holders available only from the Physical Plant Lock Shop.)

E. Returning Keys

1. UW Physical Plant staff

Return all keys to the University of Wisconsin Lock Shop completion of employment, or transferring from your present position. If there is a question regarding the issuing entity, return keys to the Lock shop. Do not turn keys over to anyone else (such as another person who is assuming your position). You will be held responsible for all keys issued to you.

2. Contractors, Consultants, Vendors, and other Non-University personnel in possession of University key/s. Must return assigned keys to the University of Wisconsin Lock Shop at the completion Of project.

F. Lost, Stolen, Un-returned, and Broken Keys

1. Lost Keys

   a. Lost keys are to be reported to the shop supervisor and University of Wisconsin Locksmith shop immediately upon discovery of loss.
   b. A new key request procedure must be initiated for replacement keys.
   c. Lost keys may result in rekeying of compromised room(s) or areas.

2. Un-Returned Keys

   a. It is the responsibility of the shop supervision to make every effort to secure keys From personnel terminating employment. If efforts fail to obtain the keys they should be considered lost.

3. Broken or Damaged Keys

   a. If a key is broken or otherwise damaged the pieces must be returned to The University of Wisconsin Locksmith Shop. If a key is broken off in a lock or is Malfunctioning notify Physical Plant CARS department immediately.