DIVISION OF STUDENT LIFE

Standards for Keys/Security

Departments will be expected to design and implement necessary steps to meet the following established divisional standards for key security and record keeping.

1. Each department will designate a staff member to be the access key controller for the department. This staff member will be expected to perform the following tasks:
   - Develop and implement a procedure to issue and collect keys specific to the department for both staff and students
   - Maintain accurate records for keys and access control
   - Report theft of keys immediately to UW Police
   - Report loss of keys to the Physical Plant Lock Shop
   - Maintain accurate inventory of extra keys. (Extra keys are not recommended to be labeled.)
   - Monitor security and inventory of department key lock boxes/drawers

2. Record Keeping
   - Develop and maintain a system for issuing and collecting keys from staff and students
   - Records should list specific keys issued
   - Record date of issuing and returning keys and affirm by signature
   - Establish a protocol for failure to return an issued key
   - Administer protocol for failure to return a key

3. Security
   - Extra keys should be kept in a locked key box/drawer
   - Establish a list of staff positions with access to the key box/drawer
   - Key box/drawer should be locked whenever the department is closed
   - An inventory of keys in locked key box/drawer should be maintained apart from the box/drawer
   - Notify UW Police immediately if a theft of keys occurs
   - Notify physical plant of any key loss
   - Keys to access a key box/drawer should be appropriately secured by those staff with access to the box/drawer
   - A staff office key should typically open a single office

4. Masters/Sub Masters
   - Master keys and sub-master keys should not typically be in the key inventory
   - Master/sub master keys would only be requested with department director approval