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Purpose

To establish procedures governing the maintenance of access to facilities while safeguarding the personal safety and protecting the physical assets of students, faculty, and staff, protecting the property of Louisiana State University, and avoiding potentially significant costs due to theft, vandalism, or excessive rekeying of locks. The responsibility for developing and implementing key control procedures is with the Office of Facility Services. The systematic control of locks, keys and card access cards is one of the most important components of any safety program. Without proper key control, locks provide little deterrence to illegal or unauthorized entry into a facility. Successful lock and key control require the cooperation and efforts of several parties, including:

Facility Services Designs and maintains the integrity of the system. LSU Police Department Provides oversight.

Departments Safeguards facilities under their use by maintaining proper key assignment policies and security systems and being financially responsible for the cost of rekeying and replacing lost keys.

Individual faculty, staff, and students Safeguards assigned keys from loss or theft and report these occurrences immediately.

These procedures apply to all facilities on the Louisiana State University campus and remote locations.

Key Types

- 1 Keys that require signatures from Building Coordinator
 - a. Entrance Key key to the building entrance door(s)
 - b.10.6 (s)-1.3 (o)4.3 t2 (u)2.3-3 (iTc 0 Tw 41.403 0)1.62-J5.2 (cd)2.2 (i4.3 ()1)2.3

Charges for replacement of key, rekeying or emergency callouts may be assessed to a department.

- 12 Change keys may be issued to visiting scholars with a FAMIS work order and key request. No master or submaster keys will be issued to visiting scholars.
- 13 Keys shall not be loaned, borrowed, or transferred to another individual without property authority and documentation.

will re-pin and install the cylinders. The keys will be delivered to Customer Service Center, and they will inform the requester that their keys are ready to be picked up. Once the key has reached the Customer Services Center, the requester has three months to pick up the key before it is returned to the lock shop.

Emergency Keys

- 1 OFS maintains a key box containing building keys in the Customer Service Center for use by OFS and other service personnel to access buildings after hours. Keys may be checked out by qualified personnel and must be returned the same day they are checked out.
- 2 LSUPD and OFS locksmiths have a master building key ring which provides access to all campus buildings. In case of an emergency, LSUPD will respond and if necessary, the locksmiths can also respond.

Key Request Procedures

- 1 This form shall be filled out electronically (typed) in the fillable PDF file. A handwritten form will not be accepted.
- 2 All Key Requestor Information is to be filled out; an incomplete form will not be accepted.
- 3 Specify the building