

CONCORDIA COLLEGE
FACILITIES MANAGEMENT DEPARTMENT
KEY/PROX FOB REQUEST FORM

Name: _____ Employee ID # _____
 Student ID # _____
 Department: _____ Position _____
 Telephone: (____) _____ Faculty _____ Administrator _____
 Date: _____ Support Staff _____ Student _____
 Contractor _____ Temporary Employee _____

Keys Requested:

Office Use Only

Quantity	Building	Room Number	Room Name	Key ID	Key way/pin code

Explain the need for the keys/prox fob requested: _____

Have you been previously issued any of the keys/prox fob requested? _____

Are these keys/prox fob to be assigned as:

Permanent _____
 Temporary _____ If temporary, date to be returned _____

Is this request a result of lost or stolen keys/prox fob? ____ If yes, please explain circumstances: _____

Security/Public Safety notified of any loss or theft.

Notified by: _____ Date notified: ____ / ____ / ____

Comments: _____

Declaration and Signature:

The keys/prox fob as described above are necessary for use in performing my responsibilities as an employee/student of Concordia College. I hereby agree to use them in accordance with the Concordia College Key/Prox Fob Control policy as printed on Page 2 of this form.

Signature: _____ Date: ____ / ____ / ____

Authorizations:

Have previous staff member's keys/prox fob been returned? _____

Previous staff member's name: _____

Keys/prox fob to be charged to account number: _____

Department Authorization: _____ Date: ____ / ____ / ____

Security/Public Safety Authorization: _____ Date: ____ / ____ / ____

Facilities Management Authorization: _____ Date: ____ / ____ / ____

Facilities Management Records:

Keys cut by: _____ Date: ____ / ____ / ____

Person to receive keys/prox fob notified by: _____ Date: ____ / ____ / ____

Number of keys cut: _____ Total cost: _____ Cash: _____ Charged: _____

Keys/prox fob received by: _____ Date: ____ / ____ / ____

Information entered into key/prox fob control by: _____ Date: ____ / ____ / ____

GENERAL

In order to provide safe and secure learning, office and other work spaces on the campus for all students and college personnel, a system of locks and keys to control access to those spaces is essential. This system includes Proximity Fobs and other approved credentials compatible with Concordia College's electronic door access system. The following guidelines represent the policies of Concordia College Facilities Management with respect to the authorization, issuance, use and retrieval of those keys/prox fobs.

AUTHORIZATION

All college personnel, upon proper authorization, shall be issued keys/prox fobs for such areas and equipment as is necessary for him/her to carry out the responsibilities of his/her assignment. Authorization for the issuance of a key/prox fob for any campus facility must be granted by the Department Chairperson or Supervisor responsible for the facility in question. Only those keys/prox fobs necessary for performance of assigned duties should be authorized for issuance. This would include access to the building, access to individual offices or classrooms and access to storage or other spaces as necessary.

When situations exist where a student must have access to a facility, arrangements should be made through the Supervisor of that area or through Security/Public Safety. Authorization for the issuance of keys/prox fobs to students or student employees for any space (other than their residence hall room), is not to be granted except in cases where a clearly demonstrated need has been established and no workable alternative exists. In those cases, issuance shall be limited to keys/prox fobs for spaces within buildings and shall not include any traditional key to the exterior doors of the building. Issuance of traditional keys shall be limited to short term temporary assignments only. A refundable deposit will be required for any keys issued to a student.

REQUESTS

All requests for keys/prox fob must be made on a properly authorized Key Request Form and presented to the Facilities Management Department. This form may be picked up at the Facilities Management Office or accessed through Concordia College home page, under Facilities Management Department. No department or individual shall produce or have produced any key on their own accord. Unauthorized duplication of keys for college buildings or property will result in a \$50/key penalty being assessed to the department or individual.

ISSUANCE

Key/prox fob requests will be reviewed, processed and recorded by the Facilities Management Department. When acquiring new keys with equipment or furniture, properly update your key issuance record and file a copy of the key with the Facilities Management Department. Requests for the issuance of any exterior door key or building master key will be closely reviewed and issued only as the need is clearly demonstrated

USE

The possession of a key/prox fob to a college facility carries with it specific responsibilities. Provide proper security and care of your assigned keys/prox fob. Do not leave them unattended in any location where they may be exposed to unauthorized use or theft. Do not loan keys/prox fob to other employees or students. Do not label keys/prox fob with building or room names or numbers.

KEY RETURN

Any unused, obsolete or no longer needed key/prox fob must be returned to the Facilities Management Department. Whenever an employee retires, resigns, is terminated or for any reason leaves the employment of the college, all keys/prox fob must be returned to the Facilities Management Department by the individual, department chair, director, supervisor or advisor. The returning of all keys/prox fob assists in assuring the security of the campus and eliminates the cost and time involved in producing and issuing new keys. Failure to return keys/prox fob may result in re-keying of locks and cost will be the responsibility of the department or individual.

LOSS OR THEFT

In the event of a loss or theft of any key/prox fob, Security/Public Safety must be notified within 24 hours. Security/Public Safety can be reached at 299-3123. The cost of any re-issuance of any key/prox fob or the re-keying of any locks due to the loss will be the responsibility of the department or individual.

RECORDS

The Facilities Management Department will maintain complete records of all campus keys/prox fob and their issuance. Copies of building keys/prox fob must be filed and recorded. Copies of cabinets, desks, file cabinet and other furniture and equipment keys should be filed with the Facilities Management Department also. This will aid in the servicing, emergency basis opening and reproduction of those keys as needs arise. Records of key/prox fob issuances will include a listing for each employee of the keys/prox fob in his/her possession as well as a listing of each person who has a copy of a particular key.

MASTER KEYS

Master keys will be issued only after a thorough review which must demonstrate the absolute need for a master key. Issuance of individual room or sub-master keys will be made rather than issuance of master keys whenever possible. Only individuals, whose responsibilities necessitate that they have access to all spaces within a building, will be issued master keys. No student shall be issued a master key. Student managers may be issued sub-master keys when it is necessary for the carrying out of their responsibilities and proper authorization has been received.

POLICY REGULATION

The Director of Facilities will be responsible for implementation and enforcement of the [Concordia College Key/Prox Fob Control Policy](#). Review and approval by an authorized Facilities Management Department employee and the Director of Security/Public Safety will be necessary before any key/prox fob request will be processed. Key/prox fob holder audits shall be performed as necessary to update and review key/prox fob issuance records.

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Concordia College does not discriminate on the basis of sex and is in full compliance with Title IX of the Educational Amendments of 1972.©
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