1. **Purpose**

The purpose of this rule is to provide a process for University departments to request keys and access cards to all facilities and buildings supported by the Facilities/Lock Shop.

2. **Scope**

2.1 This rule establishes authority for Facilities Management (“Facilities”) to establish rules for the procurement, installation and operation of locking systems and access devices on University buildings and facilities.

2.2 This rule defines responsibilities for the installation, maintenance, distribution and operation of building locking systems and associated components. These locking systems and associated components include but is not limited to keys, key distribution, card access and other locking systems.

3. **DEFINITIONS**

3.1 “Locking systems” mean any mechanical, electronic or electromechanical device and associated hardware or software used to secure facilities or infrastructure.

3.2 “Access devices” mean physical keys, cards, fobs, pin codes or any device that gives access to a locking system. The terms access device and keys are used interchangeably in this document.

3.3 “Access Control Representative” means the designated university employee for each college, department, or unit who is responsible for requesting and granting any access device clearance.

4. **Procedure**
4.1 All locks and access devices are the property of the University. Any access device issued to faculty, students, employees, visitors or contractors remain the property of North Carolina Central University.

4.2 Unauthorized duplication of keys for any university facility is prohibited. Unauthorized access or tampering with the security network is also prohibited.

4.3 Persons obtaining unauthorized duplicate keys or tampering with electronic access control are subject to disciplinary and/or criminal action.

5. RESPONSIBILITIES FOR LOCKING SYSTEMS AND ACCESS DEVICES

5.1 General Responsibilities

5.1.1 Security of University facilities is a shared responsibility of all access device holders and building occupants.

5.1.2 The holder of an access device to any university facility assumes responsibility for the safekeeping of the device and its use.

5.1.3 Financial responsibility for keys, re-keying, and loss of keys is the primarily responsibility of the employee or contractor when an access device is lost or stolen.

5.1.4 The Associate Vice Chancellor for Finance and Administration and relevant Department Head must approve access to high security areas, as defined in Section 6.2 below, prior to granting any access or clearance to these areas.

5.1.5 The Lock Shop is responsible for production and distribution of all building keys upon receipt of an approved written authorization.

5.2 Building Supervisors Responsibilities

5.2.1 The Building Supervisors requests keys and grants card access clearances, and shall be the primary point of contact for all transactions through the Lock Shop.

5.2.2 The Building Supervisors shall conduct a detailed review of access device records to ensure accountability of all keys and access devices under their control.

5.2.3 In the event of loss of an access control device, the Building Supervisor shall immediately notify the Lock Shop as appropriate.

5.3 Facilities /Lock Shop

5.3.1 The Facilities/Lock Shop is responsible for all rules and procedures related to the issuance, distribution, recordkeeping, control, and retrieval of physical keys, access cards, master keys as well as the setting of access levels, approvals, and procedures. The Facilities/Lock Shop shall establish standards for access devices and their application in University facilities and shall establish keying standards to conform to campus security goals.

5.3.2 The Eagle Card Office is responsible for installation, maintenance and administration of electromechanical or electronic access systems, databases and electronic locking systems with the support of the Facilities/Lock Shop.
5.3.3 The Eagle Card Office and the Facilities Lock Shop shall establish the system architecture for all locking systems and associated hardware.

5.4 Facilities Division

5.4.1 The Facilities/Lock Shop is responsible for the installation, maintenance and repair of mechanical locks and keys.

5.4.2 The Facilities/Lock Shop is responsible for ensuring that new facilities, major renovations, and retro fits conform to this regulation and related rules.

5.4.3 The Capital Project office is responsible for creating bid documents that specify hardware to meet security goals established in the Design and Construction Security Guideline.

5.4.4 Designated areas under construction shall be keyed differently from the university keying system. The Design and Construction Services Director shall designate approved areas of entry and exit for construction personnel.

5.5 Colleges/School/Departments

5.5.1 Each Dean or Chairperson will appoint a Building Supervisor and will notify Facilities and the Lock Shop of any change to this appointment.

5.5.2 The Building Supervisor will be responsible for requesting access devices managing departmental card access and shall be the primary point of contact for all transactions through Facilities and the Lock Shop.

5.5.3 The Deans may only authorize the issue of access devices for areas under their unit’s control.

5.5.4 Each Dean is to ensure a complete an annual access inventory. The inventory and reconciliation shall be made by using key management software and card access software.

5.5.5 The Building Supervisor must audit the security reports provided to the college and notify Facilities and the Lock Shop immediately of any security issues relating to clearances or audits.

5.6 University Police

5.6.1 University Police have Global Security access devices. These devices are for emergency use.

5.6.2 University Police are responsible for verifying identity of personnel requiring emergency access.

5.7 Residential Life

5.7.1 The Lock Shop provides key and lock services to Residential Life. The issue, control, security and records of issue for those devices are the responsibility of Residential Life.

5.7.2 Eagle Card office provides electronic access control to Residential Life. The audit and review of access for these systems is the responsibility of Residential Life.

5.8 Athletics

5.8.1 The Lock Shop provides key and lock services to the Athletic Department. The issue, control,
security and records of issue for those devices are the responsibility of the Athletics Department and Lock Shop.

5.8.2 The Eagle Card Office provides electronic access control to Athletics. The audit and review of access for these systems is the responsibility of Athletics.

5.9 Contractors, Service Technicians and Other Approved Visitors
5.9.1 Daily access shall be through standard Facilities/Lock Shop Processes with authorization from the Director of Design and Construction. Extended access must be requested through the Director of Design and Construction with authorization from the Lock Shop.

6. LOSS AND RETURN OF ACCESS DEVICES

6.1 The loss of access devices shall immediately be reported to the appropriate Building Supervisor or Department Head, who shall then report the lost device to Eagle Card office or the Lock Shop as appropriate.

6.2 Prior to leaving the college, department, or university, all access device holders must return the access devices in their possession to the Lock Shop. If not returned, the university will pursue available remedies to recover the keys.

7. LEVELS OF AUTHORIZATION

7.1 The Lock Shop will cut keys, re-key or check out keys upon receipt of authorizations as tabulated below.

<table>
<thead>
<tr>
<th>Key Levels</th>
<th>Authorization Officials</th>
<th>Issued By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency “Police”</td>
<td>Associate VC Admin/Finance</td>
<td>Lock Shop</td>
</tr>
<tr>
<td>Building Master</td>
<td>Associate VC Admin/Finance</td>
<td>Lock Shop</td>
</tr>
<tr>
<td>Building Sub-Master</td>
<td>Dean or Dept. Head – College/Dept. Building</td>
<td>College/Department</td>
</tr>
<tr>
<td>Individual Door Key</td>
<td>Supervisor</td>
<td>College/Department</td>
</tr>
<tr>
<td>Construction Keys</td>
<td>Director Repair/Renovations</td>
<td>Lock Shop</td>
</tr>
<tr>
<td>Service Keys</td>
<td>Director Repair/Renovations</td>
<td>Lock Shop</td>
</tr>
</tbody>
</table>

7.2 Eagle Card office will establish card access partitions associated with areas of responsibility. Authorizations to control these partitions will be dispersed based upon the security level as described below.

<table>
<thead>
<tr>
<th>Security Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Security</td>
<td>Areas with electronic access control regulated by a Federal or State entity including NC Central requiring audit reporting of access for compliance or internal audit. These clearances are assigned individually rather than as part of a door clearance group or automation.</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tr>
<tr>
<td>Global Security</td>
<td>A security clearance comprised of departmental security doors and non-security doors that are assigned to University Police Officers and Fire Protection personnel. This group does not include the high security level.</td>
</tr>
<tr>
<td>Departmental Security</td>
<td>Clearances for doors that have been specifically requested by the College/Dept. These elevated security areas require a higher level of department accountability. Departmental Security doors are included in the Global Security Level.</td>
</tr>
<tr>
<td>Campus-Wide</td>
<td>These clearances are grouped for use by personnel supporting wide spectrum functions requiring access to multiple buildings/areas across the University.</td>
</tr>
<tr>
<td>Building Perimeter</td>
<td>Clearances that apply to building perimeters.</td>
</tr>
<tr>
<td>Departmental Level</td>
<td>Clearances that apply to a specific department(s), suites, or office doors that are managed by the installing colleges/departments.</td>
</tr>
</tbody>
</table>