

KEYS AND BUILDING SECURITY

Facilities Services employees play an important role in the security of the University campus. To protect the security of University facilities and property, Facilities Services employees who are issued or have access to keys, key cards or access codes are expected to know and comply with all policies and procedures regarding their handling, storage, identification, and duplication. Every employee should receive specific instructions from his or her supervisor regarding the security procedures for the keys and codes in their care.

Protecting the security of campus facilities and property is an important part of Facilities Services' stewardship responsibilities. Failure to follow University of Washington or Facilities Services key and security procedures or policies may be grounds for corrective action, up to and including dismissal.

Identification

All University of Washington employees are issued UW employee Husky Cards upon employment. Facilities Services employees are also issued Facilities Services photo identification badges; most employees who are issued a badge are required to wear it at all times when on the job (see your supervisor for instructions on when wearing your name badge is required). No University Husky card, other UW identification card, or Facilities Services identification badge is to be loaned to any other person at any time. Lost Husky cards, identification cards and badges must be reported immediately to your supervisor.

See the [UW's procedure for replacement of staff identification cards](#) for instructions on replacement of a lost or stolen staff identification card. For replacement of a Facilities Services identification badge, see your supervisor.

Keys and key cards

All University keys, key cards, and other means of electronic access must be safeguarded while on duty and locked up at the end of the work shift. Keys or key cards are not to be tagged or marked with easily recognizable identification of the building to which they provide access. Key indexes cross-referencing key numbers and buildings are to be encrypted and kept secure and separate from secured key storage areas, or not produced if they cannot be encrypted.

Keys to University of Washington facilities and properties are to be duplicated only by the [University Lock Shop](#).

Keys to University of Washington facilities and properties must be kept on your person, and must not be loaned to anyone, taken away from the University (unless specifically authorized), stored in unauthorized areas, or duplicated. Access codes for UW security systems are not to be shared with unauthorized persons.

Employees who are subject to recall after hours, or who have been authorized by their supervisor to take home their office keys, should take home with them only those keys that are necessary to access their shop or office and key storage areas.

All managers and supervisors are responsible for establishing and enforcing procedures appropriate to secure the keys and key cards in use by their units. Unannounced key inventories are to be conducted at least annually by unit managers or supervisors.

Lost keys or key cards must be reported immediately to your supervisor (or, if after working hours, to the University Police). All keys must be returned to the unit supervisor or manager before leaving the premises on the last day of employment.

Also see:

[University Lock Shop](#)

[UW Procedure for Replacement of Staff Identification Card](#)

[UW Administrative Policy Statement 13.3 "Building Security Regulations"](#)

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