**Policy**

Building access will be issued only to authorized persons in alignment with position/job duties.

Emeriti may be granted access with Dean’s and the Executive Director of Facilities Management approval.

Persons other than University faculty/staff (students, contractors, etc.) may be issued access on a temporary basis with the proper authority for the area and the approval of the Executive Director of Facilities Management or their designee.

Issuance of master keys is restricted and will be held in key traps or lock boxes. Master Keys are issued only by the Executive Director of Facilities Management or their designee. They are issued to those persons whose job duties require them to have access to multiple areas on a regular basis such as maintenance and security personnel.

Persons requesting access for an area outside his/her department or in another building must obtain the approval of the person in charge of the area for which he/she is requesting access.

All requests for keys and/or card access must be submitted on an official Building Access Request form. [https://www.uwrf.edu/Facilities/BuildingKeys.cfm](https://www.uwrf.edu/Facilities/BuildingKeys.cfm) A record will be kept of all keys and electronic access issued.

On an individual’s departure, it is the approving department’s responsibility to ensure the return of all keys to Facilities Management and/or notify the Carding Office to terminate electronic access. The department will be responsible for any necessary rekey charges due to missing keys (example of estimated costs: room rekeys $50, KFA Building Master $25,000).

Residence Life has responsibility for issuing and controlling all keys and electronic access for the residence halls.

**Procedure**

All keys and electronic access for General Program Revenue buildings will be issued through Facilities Management In coordination with the Division of Technology Services (DoTS). All records of keys issued will be maintained by Facilities Management.

Individuals are responsible for those keys until such time as they are returned to Facilities Management and the assignment of those keys is removed from the individual’s record.

Persons leaving the University are required to return all university keys to Facilities Management prior to leaving campus and have their release form signed by the Executive Director of Facilities Management or their designee. University release forms will be distributed by the Human Resource Office upon employment termination. It is the responsibility of the approving department to ensure return of these keys and to notify Division of Technology Services of the termination of card access.
Entry door keys or electronic access will only be granted if there is a regular need to be in the building outside the building's hours. Approval from the Dean/Director and the Executive Director of Facilities Management is required. No entry key will be issued if card access is available to the building. No entry key will be issued to students.

No one will be issued multiple duplicate keys for a building or area within a building without prior approval of the Executive Director of Facilities Management.

**Key Issuance Procedure:**
* Step 1: Complete an official Building Access Request form. [https://www.uwrf.edu/Facilities/BuildingKeys.cfm](https://www.uwrf.edu/Facilities/BuildingKeys.cfm)
* Step 2: Have this form approved by: proper authority for the area (e.g. Department Chair, Dean, Director, Supervisor)
* Step 3: Return the Building Access Request form to Facilities Management
* Step 4: Individuals will be notified by e-mail when their key is ready to be picked up. Office hours are 7:00 a.m. to 3:30 p.m. Monday through Friday.
* Step 5: Keys must be signed for and will be issued only to the person whose name appears on the Building Access Request form. Example: office personnel, student help, etc. cannot sign for or pick up faculty keys.

Lost or stolen keys must be reported to University Police, where a Lost University Key Form must be completed and signed. Replacement keys will not be issued until that form is on file with University Police. A copy should be attached to the request for replacement keys. Departments will be charged through the work order system for the cost of replacing lost keys.

In those circumstances where a student needs access to a GPR/PR area, card access or the key will be issued to the student. A key will not be issued in an instructor's name if the key will be used by a student. If a student fails to return the key issued to him/her, a hold may be placed on the student's academic records until the key is returned. The department assumes full responsibility for return of the key at the end of the student's employment period (end of the semester/school year). The department assumes responsibility for the security of the room, area, or building and agrees to pay for any and all costs involved in rekeying the room, area, or building should that be necessary.

A department chair may request a key or set of keys, the use of which will be controlled by the department chair or their designee. In such cases, the department assumes full responsibility for the security of the room, area, or building and agrees to pay for any and all costs involved in rekeying the room, area, or building should that be necessary. All building masters will be trapped.

Persons transferring to another department or area within the University are required to return to Facilities Management all keys which have been issued to them for the department/area they are leaving. (Such keys should not be turned over to the employee's replacement or to the department head.) Keys for the new area should be requested on a Building Access Request form.

Exceptions will be handled on an individual basis and must be approved by the Executive Director of Facilities Management.
Authority
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The Assistant Chancellor for Business and Finance is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities
Executive Director of Facilities Management
Facilities Management Office
Facilities Management Locksmith

Department/Unit Responsibilities
Department Chair/Director

Related Documents
- Statutes - Wisconsin Administrative Code Section UWS 18.08(6):
  “(a) No person may ignore, bypass, circumvent, damage, interfere with, or attempt to deceive by fraudulent means, any university authorized security measure or monitoring device, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, university lands, events, facilities or portions thereof.
  (b) No person may duplicate, falsify or fraudulently obtain a university key or access control device, or make any unauthorized attempt to accomplish the same.
  (c) No person who is authorized to possess a university key or access control device may transfer a university key or access control device to an unauthorized person, nor may any unauthorized person be in possession of a university key or access control device.
  (d) Any university key or access control device in the possession of an unauthorized person may be confiscated by any authorized university official.”
- Wisconsin Administrative Code UWS 18.07:
  "Unless otherwise specified, the penalty for violation of any of the rules in Section 18.06 shall be a fine of not more than $500.00 or imprisonment of not more than 90 days, or both, as provided in Section 36.11(1) (a), Wis. Stats., 1973."
- Past Practice - Facilities Management has controlled the issuance of building keys.

Contact
Please direct questions about this policy to administrative-policy@uwrf.edu.