The Ohio State University, College of Education and Human Ecology

Key Coordinator Handbook

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Contents:

Summary of Responsibilities

In general, an EHE key coordinator has the following responsibilities:

- Properly issuing and transferring keys
- Maintaining a current and accurate inventory of all unit-assigned keys and the names of faculty, staff and students assigned keys.
- Taking appropriate action pertaining to lost, stolen or not-returned keys
- Properly documenting lost, stolen or not-returned keys

This document is considered a supplement to the Facilities Operations and Development *"Keys"* procedure manual available at: https://fod.osu.edu/sites/default/files/manual_keys.pdf

Procedures already covered in the FOD manual include:

- Signature Authorization Card
- Key Request Cards and Instructions
- Key Pick Up
- Return of Keys
- Transferring Keys
- Lock Changes
- Cabinet / Desk Key orders
- Key record Requests

Although the FOD manual covers most of the duties of EHE Key Coordinators, this document outlines the specific activities that are unique to the College of Education and Human Ecology.

The Basics of Being a Key Coordinator

By becoming a key coordinator in EHE you are taking on the responsibility of managing keys for a specific area/group within the college. The first step in doing this, is the completion of a **Signature Authorization Card.** Each EHE Department Chair may designate two individuals to be key coordinators for their area. This is referenced on page 3 of *Keys.*

Keys can be issued using the **Key Request Card**. This is found on page 4 of *Keys*.

When faculty / staff leave the college, they are required to return keys. As an EHE key coordinator you are responsible for collecting these keys. Upon receipt of the keys, you can return them to Key Control or you may re-issue them provided you complete the **Transfer Request Card** on Page 8 of *Keys*.

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*Key Request Cards and Transfer Request Cards **MUST BE SUBMITTED** to OSU Lock and Key Services. Failure to do so will result in inaccurate reports and require more work for you in the future.*

It is inevitable that some keys will be lost. When this happens, you are required to notify OSU Lock and Key Services as well as complete the **EHE Lost Key Form**. A form must be filled out for each key that is lost.

FOD lists some of the **Restricted Keys** on page 18 of *Keys*. Restricted keys should be just that, very restricted. In addition to the keys list on page 18, and NET and NAC keys are also considered restricted. No NAC keys should be issued to any staff or faculty without approval from EHE's Security Coordinator and EHE's Facilities Planner.

Due to increased audit requirements you are <u>required to reconcile/audit your key records</u> with the records maintained by OSU Lock and Key Services. This must be completed each semester. Page 16 of *Keys* provides information on how to obtain a copy of the keys that you are responsible for (based on their records).

Important Forms

Lock and Key Control Issued Forms:

Form Name	Description	Link (If Applicable)
FOD Lock and Key Website	Contains general information about lock and key management in EHE.	https://fod.osu.edu/make-request#lockandkey
Signature Authorization Card	Used to designate an individual as an EHE Key coordinator	
Key Request Card	Form that must be filled out for each key issued	
Transfer Request Card	Form to transfer key ownership from one individual to another	
Departmental Record Request	Used to request a report of all keys issued by a specific key coordinator. EHE Key Coordinators should complete this form once each semester.	https://fod.osu.edu/sites/default/files/krecreq.doc

EHE Issued Forms:

Form Name	Description	Link (If Applicable)
Lost Key Form	One form must be completed for each key that is lost in EHE	http://go.osu.edu/ehelostkey
Semesterly Key Audit Reconciliation Report	Form that must be completed annually by each EHE Key Coordinator.	https://go.osu.edu/ehekeyreport

Key Issuance and Eligibility

EHE persons who are eligible to be issued building interior and exterior door keys:

- FTE Faculty
- Funded Visiting Faculty
- Emeritus Faculty
- Lecturers
- FTE Staff
- Part-time Staff
- Fellows
- Funded Graduate Associates

Student Employees (including GRA / GTA) are eligible to be issued interior door keys only. In order to be issued keys the following conditions must be met:

- Program Chair/ Associate Dean / Director / must approve
- Exterior keys may not be issued
- They must be either a funded graduate student or be a part time student employee

Key Issuance Guidelines

Primary Work Location

EHE persons meeting the eligibility requirements above may be issued an exterior and interior key for their primary work location.

Alternate Work Location

We recognize that staff/faculty may have multiple work locations. When individuals require access to alternate work locations on a regular basis outside of normal operating hours, they may also be issued keys for their alternate work location. However, EHE Facilities may require additional documentation before these keys are issued.

Requesting and Issuing Keys

Required Form: **Key Request Card**

Refer to FOD's Keys Procedure Manual KEYS - Procedure Manual for detailed information on completing the Key Request (see example).

- A request form must be completed for each person who receives a key.
- (Request for duplicate keys by the same individual for the purpose of internal distribution to various people is highly discouraged.)
- The authorized signer is to sign the "Authorization signature" line, denoted by (15).
- An additional approved signer is to sign the "Additional Approval" line, denoted by (16).
- Each unit's authorized signers are responsible for maintaining the pink copy of the key request on file. This pink copy will be needed when the key is returned or transferred.

Once key requests are processed, the unit's authorized signer will receive notification via e-mail.

- Faculty, staff and students are required to present a valid ID at the time of pick up.
- To have other persons pick up keys for faculty, staff and funded students, refer to the Key Control's website [Messenger Slip](#) for instructions on completing Messenger Slips.

Transferring Keys

For security purposes, units should not re-issue keys internally unless the proper paperwork is completed through the Key Control Center.

- Send the completed key request (with "Transfer" box checked) along with the pink slip for the key you are transferring.
- The new pink slip will be returned to the authorized signer when the transfer is complete.

Maintaining a Key Inventory

Maintaining a current and accurate inventory of unit-assigned keys and the people to whom they are assigned is a compliance requirement of Ohio State's information security standards.

EHE Key coordinators are required to use EHE's Key Tracking Database for this purpose.

Returning Keys

It's the responsibility of each unit to ensure that keys are returned when no longer needed. Each unit should direct departing faculty, staff and students to return their keys to their Human Resources representative as a requirement of their exit interview.

- The person whose name appears on the key request form (4) is responsible for returning the key(s) to Key Control.
- Units may return faculty and staff keys for them by taping the key to the matching pink copy.

Lost or Stolen Keys

Required Form:

Lost Key Form http://go.osu.edu/ehelostkey

For each lost, stolen or not-returned key, the authorized signer shall document the nature of the compromised keys, serial numbers, affected buildings/rooms and the action taken using the Lost Key. This is accomplished by completing the EHE Lost key form at the link above.

Semesterly Key Reconciliation

Required Forms:

Departmental Record Request: https://fod.osu.edu/sites/default/files/krecreq.doc

Semesterly Key Audit Reconciliation Report https://go.osu.edu/ehekeyreport

Each Key Coordinator is responsible for reconciling their key inventory with the report provided by OSU Lock and Key Control. This helps us to meet audit requirements and ensures both the college and the university have current records on who has access to our building and facilities.

For any keys that have been lost, the key coordinator must also complete the lost key form to document the loss.