

Security Lock and Key Policy

Purpose:

Hawai'i Community College believes in prudent measures to ensure facility security and personal safety, yet still accommodate the needs of an educational and research institution.

The objectives of this policy are to:

- A. Place all facility locks on a master key system.
- B. Identify appropriate positions that may be issued master key(s).
- C. Obtain appropriate written authorization for key(s) issuance.
- D. Obtain authorized signatures for key(s) issued.

All keys will be issued from the Auxiliary Services Office.

Policy:

All campus facilities shall be keyed to the Grand Master Key. Door locks within a building shall be keyed to a Building Master Key. Request for "high security" areas (cash depositories, hazard material storage, etc) require Security's recommendation and Chancellor's approval. Request for "high security" must include an explanation as to how a breach of security would have campus-wide, negative consequences.

GRAND MASTER KEYS open all door locks on campus. Upon request, keys would be issued to:

HawCC Chancellor
HawCC Vice Chancellor for Administrative Affairs
HawCC Vice Chancellor for Academic Affairs
HawCC Vice Chancellor for Student Affairs
HawCC Planning, Operations and Maintenance

BUILDING MASTER KEYS open all door locks in each separate building/complex. Upon request, keys would be issued to:

Dean and Directors
Division Chairs

¹ Supersedes Haw 8.510, June 1, 2009; and August 25, 1999
Revised Policy issued by Rockne Freitas, Chancellor

Division Office “Emergency Set”
Planning, Operations and Maintenance Crews
AREA MASTER KEYS open all door locks within jurisdiction of a single program or department. Upon request, keys would be issued to:

Department & Program Chairs
Employees/Students as need is determined by Dean/Director

INDIVIDUAL OPERATING KEYS will be issued to employees upon request.

Procedures:

1. All facility doors will have locks keyed to the University Master Keying System. All authorized facility modifications (installations of non-conforming door locks) will be removed and facilities returned to original condition, at the expense of the responsible program.
 2. A written authorization from Deans or Directors is required before any keys will be issued. See attached Key Request Form and Key Authorization Master List for appropriate authorization.
 3. All keys will be issued from and return to UHH Auxiliary Services.
 4. Keys must be picked up in person. A signature will be required to verify receipt of keys and an agreement to return all keys upon separation from service.
 5. As authorized, University employees and students will be issued initial keys without charge.
 6. All University keys will be stamped “Do Not Duplicate” and numbered.
 7. For special requests, costs of rekeying will be charged to the responsible program as authorized by the Deans or Directors.
-

KEY REQUEST FORM

<i>(Please Print)</i> LAST NAME:	FIRST NAME:	SS #:
----------------------------------	-------------	-------

DEPARTMENT/PROGRAM:	NAME/TITLE & CONTACT PHONE OF APPROVING AUTHORITY:
---------------------	--

The Security Lock and Key Policy (see reverse) requires written authorization for each key issued for facilities. To obtain key(s):

- 1) Determine which building, room and/or doors you need access
- 2) Obtain written authorization
- 3) Submit this completed form to Auxiliary Services
- 4) You will be contacted when key(s) are ready for pickup - signature required
- 5) After usage, return key(s) by date specified to Auxiliary Services.

An annual review will update costs. Currently replacement keys are \$2 each, rekeying locks are \$30 each, and replacing locks are \$200 each.

BLDG/ROOM/DOOR	RETURN BY	APPROVING AUTHORITY SIGNATURE	RECEIPT SIGNATURE	KEY #	KEY CODE	ISSUE DATE	RETURN DATE

Special Comments:

SECURITY LOCK AND KEY POLICY

The University of Hawai'i believes in prudent measures to ensure facility security and personal safety, yet still accommodate the needs of an educational and research institution.

All campus facilities shall be keyed to the Grand Master Key. Door locks within a building shall be keyed to each Building Master Key. Requests for "high security" areas (cash depositories, hazard material storage, etc) require Security's recommendation and Chancellor approval. To ensure high security, locks will be not be keyed to Building and/or Area Masters - thus limiting access, but restricting service. Requests for "high security" must include an explanation as to how a breach of security would have campus-wide, negative consequences.

KEY ISSUANCE HIERARCHY GUIDELINES

GRAND MASTER KEYS open all door locks on campus. Upon request, keys would be issued to:

UHH Chancellor

HawCC Chancellor

HawCC Vice Chancellor for Administrative Affairs

UHH Auxiliary Services Management & Maintenance

HawCC Planning, Operations & Maintenance

UHH Vice Chancellor of Administrative Affairs

UHH Vice Chancellor of Academic Affairs

UHH Facility Planning Management

BUILDING MASTER KEYS open all door locks in each separate building. Upon request, keys would be issued to:

Deans & Directors

Auxiliary Services Crews

Planning, Operations & Maintenance Crews

Division Chairs

Division Office "Emergency Set"

AREA MASTER KEYS open all door locks within jurisdiction of single program or department. Upon request, keys would be issued to:

Department Chairs

Employees as need determined by Dean/Director

Program Chairs

INDIVIDUAL OPERATING KEYS, will be issued to employees, upon request.

KEY PROCEDURE

1. All facility doors will have locks keyed to the University Master Keying System. All unauthorized facility modifications (installations of non-conforming door locks) will be removed and facilities returned to original condition, at the expense of the responsible program.
2. A written authorization from Deans or Directors is required before any keys will be issued.
3. All keys will be issued from and returned to Auxiliary Services, Campus Security Office.
4. Keys must be picked up in person. A signature will be required to verify receipt of keys and an agreement to return all keys upon separation from service.
5. As authorized, University employees and students will be issued initial keys without charge.
6. All University keys will be stamped "Do Not Duplicate".
7. For special requests, costs of rekeying will be charged to the responsible program as authorized by Deans or Directors.

KEY AUTHORIZATION MASTER LIST

BLDG #	ROOM #	PROGRAM	AUTHORIZATION
300	101	Parking / Security	Auxiliary Officer
	102	Auxiliary Services	Auxiliary Officer
	103	Environmental Health and Safety	Personnel Officer
	104	Johnson Controls	Auxiliary Officer
	105-6	Human Resources	Personnel Officer
	108	Breakroom	
	110 & 112	Administrative Affairs	Vice Chancellor of Administrative Affairs
	113	Business Office	Business Officer
300A	101-106	Business Office	Business Officer
	112	College of Agriculture	Dean of College of Agriculture
	113 & 114	Business Office	Business Officer
	115-121	College of Agriculture	Dean of College of Agriculture
319	All	College of Agriculture	Dean of College of Agriculture
320	All (with exceptions)	Athletics	Director of Athletics
	"C" 112, 114	Physical Education offices	Div. Chair of Social Sciences
	C 118,119	UHH General use classroom	Dean of CAS and Director of CCECS
321	All	HCC Auto Body and Repair	Vice Chancellor for Academic Affairs
322	All	HCC Auto Mechanics	Vice Chancellor for Academic Affairs
323	All	HCC Diesel Mechanics	Vice Chancellor for Academic Affairs
324	All	HCC Welding and Sheet Metal	Vice Chancellor for Academic Affairs
333	101-103, 123-125, 129	HCC Classroom general use	VC for Acad. Aff. & Director of OCET
	104-112, 122, 126-128	UHH Classroom general use	Dean of CAS & Director of CCECS
	201-205	HCC General Education offices	Vice Chancellor for Academic Affairs
	206, 244, 250-257, 259, 270-271	School of Business offices	Director of School of Business
	207-214, 214B, 216-221, 228-232, 237, 249, 267	Humanities offices	Div. Chair of Humanities
	215, 233- 236	Hawaiian Language offices	Director of College of Hawaiian Language
	214, 214A, 223, 242, 243, 248, 258, 260-266, 268, 269, 273-278	Social Sciences offices	Div. Chair of Social Sciences
334	All	Learning Resource Center	Director of Library
335	110-112	Academic Affairs	Vice Chancellor of Academic Affairs
	113-115	University Relations	Director of University Relations
	118-120	Chancellor	Chancellor

KEY AUTHORIZATION MASTER LIST

BLDG #	ROOM #	PROGRAM	AUTHORIZATION
335 cont.	All others	General use administration	Chancellor, VC of AA, Dir. of Univ Relations
336	All	Campus Center	Vice Chancellor of Student Affairs
337A (PB10)	1	UHH General use classroom	Dean of CAS and Director of CCECS
	1A, 2, 3	Sports Physiology lab	Div. Chair of Social Sciences
337B (PB11)	1	UHH General use classroom	Dean of CAS
	2-11	Psychology office / research	Div. Chair of Social Sciences
337C (PB12)	1-12	Psychology and Political offices	Div. Chair of Social Sciences
337D (PB13)	1 and 2	UHH General use electronic classroom	Dean of CAS and Director of CCECS
	3	MASSIP office	Div. Chair of Natural Sciences
	4	Social Science lecturer office	Div. Chair of Social Sciences
	5	MBRS	Div. Chair of Natural Sciences
337E (PB14)	1	UHH General use electronic classroom	Dean of CAS and Director of CCECS
	2-8	Sociology offices	Div. Chair of Social Sciences
337F (PB15)	All	HCC General use classrooms	VC for Acad. Aff. & Director of OCET
337G (PB16)	1	HCC General use classroom	VC for Acad. Aff. & Director of OCET
	2	UHH General use nursing classroom	Dean of CAS and Director of CCECS
337H (PB17)	All	Hale Kuamoo	Director of College of Hawaiian Language
337I (PB18)	1-3	Hale Kuamoo	Director of College of Hawaiian Language
	4	UHH General use hawaiian classroom	Dean of CAS and Director of CCECS
338	All	Student Services	Vice Chancellor of Student Affairs
339 (PB8)	5	UHH General use classroom	Dean of CAS and Director of CCECS
	All others	Performing Arts offices	Div. Chair of Humanities
340A (PB8A)	6	UHH General use music classroom	Dean of CAS and Director of CCECS
	All others	Music practice rooms and storage	Div. Chair of Humanities
340(PB9)	1-3	School of Business offices	Director of School of Business
	4-6	Small Business Development Center	Director of SBDC
341A,B,C	All	HCC Nursing	Vice Chancellor for Academic Affairs
342	All	Theater	Theater Manager
344	1, 3, 15, 16, 22	UHH General use science classrooms	Dean of CAS and Director of CCECS
	All others	Natural Science offices / labs / workrooms	Div. Chair of Natural Sciences
345A	1	CAS Deans office	Dean of CAS
	2-4	Math and Computer Science offices	Div. Chair of Natural Sciences
	5, 6, 7	UHH General use classrooms	Dean of CAS and Director of CCECS
	8	UHH Nursing offices	Div. Chair of Natural Sciences

KEY AUTHORIZATION MASTER LIST

BLDG #	ROOM #	PROGRAM	AUTHORIZATION
	9	University Relations offices	Director of University Relations
	10	HCC VC for Academic Affairs offices	Vice Chancellor for Academic Affairs
345B	11-13	Computer Science labs/offices	Div. Chair of Natural Sciences
345C	110, 121	UHH General use classrooms	Dean of CAS and Director of CCECS
	101-105	HCC General Education offices	Vice Chancellor for Academic Affairs
	106-206	MarineScience and Geology offices/labs	Div. Chair of Natural Sciences
345D	1	Old Gym	Director of Athletics
	1a, 1b	offices	Div. Chair of Humanities
345E	All	Auxiliary Services Cottage	Auxiliary Officer
345F	1, 4	Auxiliary Services storage	Auxiliary Officer
	2, 3	Men's locker and shower	Director of Athletics
	5	HCC General Education lecturer offices	Vice Chancellor for Academic Affairs
345G	1-3	Women's locker and shower	Director of Athletics
	4	Janitor supply and storage room	Auxiliary Officer and Director of Athletics
345H	All	Auxiliary mower shed	Auxiliary Officer
346	Bookstore	Bookstore	Bookstore Manager
	101-152	HCC Business Education offices / labs	Vice Chancellor for Academic Affairs
	Computer Center	Computer Center	Computer Center Coordinator
348	1, 4, 5, 6, 9, 13, 14, 17	UHH General use science classrooms / labs	Dean of CAS and Director of CCECS
	All others	Physics, Astronomy, Chemistry offices	Div. Chair of Natural Sciences
349A (PB1)	All	HCC General Education offices	Vice Chancellor for Academic Affairs
349B (PB2)	All	Education offices	Div. Chair of Social Sciences
349C (PB3)	All	HCC Business Education classrooms / labs	Vice Chancellor for Academic Affairs
349D (PB4)	101, 105	UHH General use classrooms / labs	Dean of CAS and Director CCECS
	102, 103	Education offices	Div. Chair of Social Sciences

KEY AUTHORIZATION MASTER LIST

BLDG #	ROOM #	PROGRAM	AUTHORIZATION
378	2	HCC Chancellor	Chancellor
	3 & 12	HCC Administration	Vice Chancellor for Administrative Affairs
	13 - 15	HCC Student Services	Dean of Student Services
	the rest	HCC Administration	Chancellor, VC for Admin. Aff, Dean of SS
379	1, 1c, 1d, 1e	CCECS	Director of CCECS
	1, 1a, 1b, 1f, 4	HCC OCET	Director of OCET
	2, 3, 5 - 8a, 13	HCC Counseling	Dean of Student Services
	10, 12, 15	HCC Children's Center	Vice Chancellor for Academic Affairs
379A	1, 2, 3	HCC OCET	Director of OCET
	4, 5	HCC Financial Aid	Dean of Student Services
	6	HCC WIPCE	Chancellor
380	1	HCC Art	Vice Chancellor for Academic Affairs
	4, 30-33	HCC Drafting	Vice Chancellor for Academic Affairs
	34, 8	HCC Learning Center, CVE	Vice Chancellor for Academic Affairs
	6	HCC Career Center	Dean of Student Services
	35	HCC OCET	Director of OCET
	36, 38	Senior Net	Director CCECS
	39	HCC OCET-Computer training	Director OCET
381	7	HCC Science lab/classroom general use	VC for Acad. Aff. & Director of OCET
	8, 11	HCC Emergency Medical Service	Director OCET
	9, 10, 12 - 15	HCC Skills Development Center	Director OCET
	16	CCECS	Director CCECS
	17	HCC Classroom general use	VC for Acad. Aff. & Director of OCET
381A	All	Na Pua Noeau	Director of Na Pua Noeau
382 Cafeteria	All	HCC Food Service	Vice Chancellor for Academic Affairs
383 Hale Aloha	101-105, 115-117, 123, 132	Upward Bound	Vice Chancellor of Academic Affairs
	107-113, 135	Conference Center	Director of University Relations
	114	CCECS	Director of CCECS
	201, 211, 223	Planning office	Director of the Planning Office
385A	1, 1a	HCC Early Childhood Education	Vice Chancellor for Academic Affairs
	3	HCC Admission and Records storage	Dean of Student Services
	2, 5-7	HCC Electricity	Vice Chancellor for Academic Affairs
385B	All	HCC Art/Ceramics	Vice Chancellor for Academic Affairs

KEY AUTHORIZATION MASTER LIST

BLDG #	ROOM #	PROGRAM	AUTHORIZATION
385C	All	HCC Art/Photography	Vice Chancellor for Academic Affairs
386	All	Agriculture Engineering	Dean of College of Agriculture
386A	All	HCC Carpentry Shed	Vice Chancellor for Academic Affairs
387	All	HCC Carpentry framing/forming	Vice Chancellor for Academic Affairs
388	All	HCC General use office/classrooms/labs	VC for Acad. Aff. & Director of OCET
389	All	HCC POM, UHH Aux Svcs Shop/ Univ Storage	VC for Admin. Aff. & Director of Aux. Svcs.
390	All	HCC Carpentry cabinetry/finish	Vice Chancellor for Academic Affairs
391	All	HCC Electricity/Electronics	Vice Chancellor for Academic Affairs
392	All	HCC Trade & Industry storage/offices	Vice Chancellor for Academic Affairs
393	1-6	Institute for Astronomy	Director for Institute of Astronomy
	6A-12	KMEC	Natural Science Division Chair
394	All	Art studio/shop	Humanities Division Chair
395	All	Art printmaking/photography studio/offices	Humanities Division Chair
397	All	HCC Business Office/Personnel	Vice Chancellor for Administrative Affairs
MPA	All	HCC General use Classrooms	VC for Acad. Aff. & Director of OCET