

<b>SUBJECT:</b> Great Grand Master Keys	<b>Effective Date:</b> 3/30/16	<b>Policy Number:</b> FSP 2016 FS0007	
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	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities & Safety)		

## **APPLICABILITY/ACCOUNTABILITY**

This policy applies to all UCF employees, contractors, and vendors who are authorized to use a Great Grand Master key.

## **BACKGROUND STATEMENT**

The Great Grand Master Key (GGM) is the highest level of key in the university keying system, providing unlimited access to campus buildings. Misuse or loss of this key can place the university at risk; violations of this policy may result in the loss of privileges afforded, and may result in disciplinary action up to and including termination.

## **POLICY STATEMENT**

Employees, contractors, and vendors requiring unrestricted access to university buildings and grounds may be granted access to a Great Grand Master (GGM) Key. Approved individuals will not be assigned their own GGM, but rather, will access one from a designated Traka box on campus. GGM keys are not to leave the campus. Excluded from this policy are members of the UCF Police Department Command Staff (Police Chief, Deputy Chiefs, and Lieutenants), who will be issued a GGM, and may carry it, taking extreme care to account for its whereabouts at all times.

GGM keys will be issued to departments, rather than to individuals. As key holders, individuals must not give away, loan, or swap keys with others, and will notify their immediate supervisor and the UCF Police Department immediately if a university key is lost or stolen. Lost or stolen keys will not be replaced until a report has been filed with the University Police. The loss of a GGM key will result in disciplinary action, up to and including termination.

This policy identifies the process used to request access to GGM keys, and the responsibilities of individuals who are granted access.

## **DEFINITIONS**

**Great Grand Master (GGM) Key.** A key that allows access to any lock set in the university's key system

**Key Manager/Security Access Representative (KM/SAR).** An A&P or USPS employee who manages the key request process and maintains key records for his or her department or area. KM/SARs are appointed by a dean, director, or chair, in writing, to Facilities and Safety's Work Control Center.

**TRAKA Box.** An electronic key access system to control the access to university keys

**WCC.** Work Control Center

## **POLICY**

GGM keys will no longer be issued to individuals. There will be an inventory of GGM keys kept in Traka Boxes, and individuals approved to use a GGM will be given access to the appropriate Traka Box. The existing issued keys will be retrieved by Facilities and Safety for appropriate disposition, and key access levels will be assigned to authorized personnel.

## **PROCEDURE**

### **UCF employees**

1. To obtain authorization to use a GGM key, an employee must fill out a Key Request Form (Enclosure 1) and submit it to his or her department's KM/SAR.
2. The KM/SAR will route the form to the dean/director/chair for approval.
3. If the dean/director/chair approves the request, the Key Request Form will be forwarded to the Work Control Center (WCC).
4. Employees approved for GGM access will be assigned a Traka box location, which they will access using their UCF ID. It is the employee's responsibility to keep the GGM in his or her possession, not to loan it to anyone else, and to return it to the box within 12 hours. If a GGM key is checked out for more than 12 hours, the WCC, the key holder, and the keyholder's supervisor will receive an email which states that the key is overdue.

### **Contractors and vendors**

1. If it is determined that a contractor or vendor requires GGM access, he or she must submit a Key Request Form (Enclosure 1), with the original Key Request Letter attached (Enclosure 2).
2. If approved, the contractor or vendor will receive a PIN and/or key card which grants him or her access to GGM key locations in the WCC Traka box.
3. It is the contractor's responsibility to keep the GGM in his or her possession, not to loan it to anyone else, and to return it to the box within 12 hours. If a GGM key is not returned within 12 hours, an email will be sent to the company principal and the keyholder, alerting that the key is overdue. Failure to return keys in a timely manner may result in denial of access. Loss or theft of keys will result in the company paying for rekeying all locks in a zone.

## Work Control Center

1. WCC will review the Key Request Form, ensure it is completed correctly, and forward it to the Associate Vice President for Administration and Finance for approval.
2. The Associate Vice President for Administration and Finance will either approve or disapprove the request, and send it back to the WCC.
3. For an approved request, the WCC will call the key requestor to let him or her know the Key Request Form has been approved and now requires his or her signature at the WCC. The approved key request will also be forwarded to the WCC Superintendent.
4. For a disapproved request, the WCC will return the Key Request Form to the requestor's KM/SAR, with an explanation of why it was disapproved.
5. When the requestor arrives at WCC, he or she will sign two copies of the Key Request Form. One signed copy will be retained by the WCC, and the other will be given to the requestor.
6. The Work Control Superintendent/Housekeeping Administration Assistant will enter the requestor into the Traka system, assign him or her access to the appropriate GGM Traka box position(s), and designate a curfew of 12 hours.
7. The Traka box location and position(s) assigned to the requestor will be entered on the Key Request Form.

## Facilities Operations

Facilities Operations will periodically conduct a survey to determine how many GGMs are needed, and will determine the most appropriate Traka location(s).

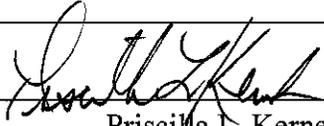
## Departments with custody of GGM keys

Departments will inventory their GGM keys, annually or as needed, to ensure that they are being properly stored and accessed.

## FORMS

Key Request Form: <http://fo.ucf.edu/sites/default/files/pictures/UCFKeyRequest.pdf>

Key Request Letter: <http://fo.ucf.edu/sites/default/files/pictures/KeyRequestLetter.docx>

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President Administration and Finance Facilities and Safety	5/5/17