

Locks & Keys Policy: Morningside Heights Campus Academic and Administrative Buildings

Effective: December 1, 2007

Policy Statement

This policy addresses the distribution of keys and the installation, repair and maintenance of locks in academic and administrative buildings managed by Columbia University Facilities on the Morningside Heights campus. The policy also addresses building and room lockout procedures for all Morningside Heights campus spaces under the jurisdiction of Campus Operations and the Department of Public Safety.

Reasons for the Policy

This policy is intended to help foster a safe and secure work and academic environment by establishing:

- 1.) Rules for building and room access after standard business hours
- 2.) Procedures for addressing lost keys, lockouts, lock installation and repairs
- 3.) Requirements for centralized distribution of keys.

Primary Guidance to Which This Policy Responds

This policy is guided by standard building management security practices.

Responsible University Officer and Office

The Associate Vice President for Facilities Operations is responsible for the development and the Office of Campus Operations for the administration of this policy.

Revision History

There is no revision history for this policy

Who is Governed by This Policy?

Members of the University community including students, faculty and staff on the Morningside Heights campus.

Who Should Know This Policy?

Departmental administrators, Facilities Campus Operations staff, Department of Public Safety staff and all users of campus academic and administrative buildings.

Exclusions and Special Situations

This policy does not apply to undergraduate residence halls, apartments and residential buildings, buildings with computerized access systems, perimeter entrance gates and any spaces that are not accessible to Campus Operations and the Department of Public Safety.

Policy Text

Key Distribution & Lock Installation / Repairs

All requests for new, additional and replacement keys and the installation and repair of locks are made through departmental administrators. Once a departmental administrator has approved a request, he/she will contact the Facilities Services Center (212-854-2222) to implement the request. The Services Center will, in turn, contact the Lock Shop which completes the order and delivers the keys to the Services Center for pick-up or installs or repairs the locks for the end user. All services of the Lock Shop are chargeable with the exception of repairs or replacement to locks and door frames due to wear and tear. Keys and locks must not be made or installed by non-University locksmiths or other vendors unless at the request of and under the auspices of Campus Operations.

Authorized Key Holders

Departmental administrators determine who has access to which keys in a given building including internal rooms, restrooms, closets and, with Public Safety approval, exterior entrances and gates. Administrators are responsible for initial key distribution, requests for key duplication and rules for safe keeping of keys. Master keys are kept locked in the Lock Shop. Authorized holders of keys include employees of Campus Operations and the Department of Public Safety during their work shifts, and those authorized by departmental administrators.

Lost or Stolen Keys

Lost or stolen keys are to be reported to departmental administrators. Departmental administrators are responsible for ordering replacement keys from the Lock Shop and for determining whether the security of the building, floor, or room has been compromised and new lock sets need to be installed.

Lockouts and After Hours Access

Students, faculty and staff who are locked out of their buildings and/or rooms, should call the Facilities Services Center at 212-854-2222. The Services Center enters this information into a log and alerts a custodian to standby for assistance. The Services Center then directs individuals to the Department of Public Safety at 111 Low Library to obtain security clearance via review of photo identification. Once the Services Center receives the approval of the Department of Public Safety, a custodian will be called for assistance. If the custodian does not have a key to the space then the requester will have to agree to be charged to call in a locksmith on overtime to provide access to the space. However, if the lockout involves a perimeter entrance gate or computerized access entrance, the Department of Public Safety will provide assistance after identification approval. Note: Custodian do not carry keys for all spaces.

Responsibilities

Columbia University Facilities is responsible for managing this policy. The Associate Vice President of Facilities Operations is responsible for formulating this policy. The Assistant Vice President of Campus Operations is responsible for administering this policy. The Services Center is the central point of contact for requests concerning locks and keys. The Services Center will route requests to the Department of Public Safety, the Lock Shop or custodians as necessary.

Definitions

None

Contacts

Subject	Contact	Telephone	e-mail
General Inquires, Lockouts	Services Center	212-854-2222	
Policy Compliance	Donald Schlosser	212-854-7739	ds523@columbia.edu
Manager of Building & Equip Maintenance	TBA	TBA	TBA
Lock Shop	Robert Bullock	212-854-9135	rb2264@columbia.edu

Cross References to Related Policies

Keys and Locks-Residential Buildings

Web Address

To be determined

Appendix

Lock Shop: Non-Billable and Billable Work:

The following is non-chargeable work performed by the Lock Shop
 --Maintain and repair existing standard mechanical door hardware devices and systems, lock cylinders, non-electric lock sets, door closer, panic hardware and door openers

The following is chargeable work performed by the Lock Shop
 --Provide lock-out access/services with Public Safety approval
 --Install new hardware, locks and make new, duplicate and/or additional keys
 --Install new, maintain and repair departmental specialized door hardware, electronic security systems and cylinder keying and racing
 --Install, maintain and repair departmental specialized electro-mechanical (controlled access) door hardware, lock strikes and closed circuit equipment
 --Locksmith services provided to auxiliary departments and special events

--Walk-thrus for project managers or contractors and locksmith/access assistance during project work

The actual cost for Campus Operations Lock Shop support depends on several factors, including the time of day, day of week, amount of time and the cost of associated with materials required to complete the job. There is a *one-hour minimum labor charge* for all jobs.