

BUILDING ACCESS

KEY (REQUEST & LOAN) AND CARD READER ACCESS PROGRAM

TERMS & CONDITIONS

PURPOSE:

To state the policy regarding key issuance (including loans to contractors for University construction projects), key control, lost/stolen keys and returning of University keys as well as door access provided by University enterprise keyless/card reader access system. The objective of this policy is to provide and maintain safety and security for the benefit of the University community.

GENERAL:

All keys issued must be protected and secured with the same considerations as any other state property. Careful consideration should be given to every key requested. **KEYS ARE UNIVERSITY PROPERTY** and are **NOT PERSONAL PROPERTY**.

SYSTEM CONTROL:

All master key systems, locks, keys, card reader system, and records are under the Strict administrative control of the Division of Operations. No lock, including padlocks, will be installed, changed or altered by any personnel other than the University Building Access team. All corrections or repairs will be at the cost of the department and/or designated contractors. The University locking system is a very complex group of locks that provide security for state property and protection of University's facilities. To maintain the security protocols, we must have the cooperation of every student, faculty, staff and contractor associated with the University.

The Division of Operations Building Access team and departments/contractors continue to refine the keying system to reduce/eliminate the number of grand master, master, and/or sub master keys issued to improve campus security and reduce the liability and cost associated with a loss of a master or sub master key.

KEY REQUEST:

The department head or designee must approve the request for key issuance. Key Request and Loan Program agreement (see last page) must be filled out completely and signed by the appropriate individuals. Rubber stamps, scanned signatures, and pre-signed key requests are not acceptable. It is the responsibility of each department head to monitor and control all keys issued.

Key requests should be submitted to the Division of Operations Building Access Office for processing. Once ready, key recipients/requesters will be notified via email for pickup. Keys not collected within 30 days will require a new request. The original requester can submit a written request via memo for a 30-day extension of the pick-up timeline.

Keys must be picked up by the requester with a valid photo ID (Texas A&M Aggie Card or state-issued Driver's License). If delegating, the requester must confirm the representative's contact details via email.

KEY LOAN RETURN TIMELINE:

Key loans are restricted to project managers approved for construction or renovation projects, with corresponding project documentation. Keys must be returned within 30 days of the loan request. For loan extensions, keys must be brought back to the Building Access facility for verification.

Failure to return keys, negligence, or refusal to pay associated fees may result in a hold being placed on the department's Texas A&M account for replacement costs or re-keying to ensure campus safety.

The University reserves the right to deny future key loans to individuals who misuse equipment or violate these policies. The University will pursue all available avenues to recover costs for lost, stolen, or unreturned keys.

LOST/STOLEN/FAILURE TO RETURN LOANED KEYS:

Keys are issued to specific individuals who are personally responsible and held accountable for their use, misuse, theft, or loss. Any lost or stolen keys must be reported to the Division of Operations within 24 hours via aggieworks.tamu.edu, or by phone at: 979-845-1207; or email at: ba-office@tamu.edu. The replacement cost for lost or stolen keys varies depending on their security level.

PAYMENT:

Upon signing of this agreement, the individual accepts full responsibility for any costs associated with the loss or failure to return the key.

The cost of replacing the key, including potential associated hardware accessories, varies based on the number of keys and doors involved. This cost includes replacement keys for all employees who have access to the same door. The department or contractor will be responsible for all costs if a key is lost or if a key loan is not returned.

ENTERPRISE KEYLESS/CARD READER ACCESS SYSTEM:

When an individual transfers to another department on campus or leaves the University, it is the responsibility of the department's designated door manager to ensure the individual is removed from the appropriate access lists.

ABIDING BY UNIVERSITY AND STATE GUIDELINES AND SAFETY REQUIREMENTS:

If an individual is found to be negligent or engages in mistreatment of University's keys, associated lock hardware, or doors, the University reserve the right to charge the individual or construction company for all costs incurred to replace or repair them, ensuring they are restored to operational condition.



By signing this Agreement, the Requestor acknowledges the inherent risks of accessing potentially unfamiliar areas within a University facility using the key. The Requestor voluntarily assumes full responsibility for any risks of loss, property damage or personal injury.

POLICY RESPONSIBILITY:

Any questions concerning this policy should be directed to the Division of Operations for clarification via aggieworks.tamu.edu or by phone at: 979-845-1207; or email at: ba-office@tamu.edu.

Requestor Name

Requestor Signature

Requestor Email and Phone Number

Requested Building Name, Room Number

Date of Request

Project Name and Project Billing Information (*leave blank if request is not for key loan*)