KEY PROTOCOL AT STANFORD

SECURITY BEGINS WITH YOU
AGENDA

• Keeping track of an ocean of keys
• How does a Building Manager keep track of it all?
• Stanford Policies
• How to check out keys
• Lost or stolen keys
• Re-keying
• After hour “lock outs”
THE FUN FACTS

• Academic Buildings = 309
• Number of doors with locks = 21,381
• Number of work orders per year for keys = 1000
• Number of key blanks Stanford orders per year = 6900
• Number of locksmiths = 5

The importance of using the SU Lock Shop is security/maintenance/history of building and continuity.
HOW DO YOU MANAGE KEYS IN YOUR BUILDING?

• Do you have a key box? Is it locked?
• Do you know who has keys to your building? What areas?
• Do you perform a routine inventories of your keys?
Policies, Practices

- Do you have a key policy?
- Is the policy published anywhere?
- Who in the building is allowed to have keys?
- What level of key(s) are faculty, students & staff members allowed?
- Who is the Approver for requests?
- Is staff required to sign or acknowledge receipt of the key & terms of use? (Deposit/Leave key after hours)
- Exit interview held for key return
TEMPORARY ISSUING OF KEYS

• Procedures for loaning keys to SU personnel? To Contractors?

• Request Procedures? Who authorizes? What contact information is required?

• Are there limits to types of keys loaned?

• Are there deposits involved for key loans? $$$ or CDL or credit card?

• Procedures if key(s) is not Returned? Contact information?
PROCEDURES IF KEYS ARE LOST OR STOLEN

• Who do you report the loss or theft to?
• Who is notified?
• Procedure for replacement?
• Procedure for Re-Keying?
LOST MASTER KEY FUNDING

• If a Master Key is lost or stolen, re-keying must take place.

• Responsibility – Unit/Department where loss occurred is responsible for the funding.

• Risk Management does not cover expense of re-keying.
PROCEDURE FOR REQUESTING KEYS BE MADE

- Work Order Process
- Approval Process
- Labeling Policy/Recommendation
- Key Issue Process (from shop to building)
- Key Protocol Audit
- Public Safety – Office Security Education Program (OSEP)
AFTER HOURS LOCK OUT PROCEDURE

- Contact Operations Center, 723-2281 for Students, Faculty and Staff.

- Access is authorized "IF" person has Stanford ID "AND" is approved by Building Manager.

- Person will be referred to Public Safety if no ID or no approval from Building Manager.

- DTZ will be dispatched if they are on site.

- On-Call Locksmith can be contacted if DTZ is not on site BUT there is a four (4) hour fee (minimum call back rate) of $388 that must be paid (PTA to Work Order)
KEY POLICY IS SERIOUS BUSINESS

Locks are to keep people out for safety and security but only if you make sure that AUTHORIZED people have keys. Keys should be taken seriously.
Questions?