Augusta University
Policy Library

Lock Control Policy

Policy Manager: Facilities

POLICY STATEMENT

To set forth the procedures for institutional control of locks and to provide budget unit with procedures for requesting door locks and changes in lock keying.

New door locks and changes in lock keying must be approved by the Building Coordinator. All locks must be keyed to Augusta University Augusta Maximum Security Great Grand Master Key System. Locks in each building must be keyed to their Building Master Key System. Exceptions must be approved by the Building Coordinator and campus locksmith. All lock requests must be submitted on a Facilities Project Request Form. The completed and signed form should be emailed to A

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

☐ Alumni ☒ Faculty ☒ Graduate Students ☒ Health Professional Students
☒ Staff ☒ Undergraduate Students ☐ Vendors/Contractors ☐ Visitors
☐ Other:

DEFINITIONS

A Building Coordinator is the liaison between the building occupants and Augusta University service division.

A list of the campus building coordinators can be found at
https://www.augusta.edu/facilities/facoperation.php

PROCESS & PROCEDURES

Budget Unit
Prepare a Facilities Project Request Form for all lock requests.
https://www.augusta.edu/facilities/facoperation.php

Building Coordinator
Each building on campus must have a Building Coordinator selected by consultation between the Director of Facilities Operations and the College/Division that occupies the building. Each Building Coordinator will be responsible for approving all lock requests for his/her assigned building(s).

Facilities Lock Shop Supervisor
Implement Facilities Project Request Form.

Responsibility:

Budget Unit
1. Prepare [Facilities Project Request Form](#) for all lock request.
2. List the following information on the Facilities Project Request Form:
   a) Indicate if the request is for a new lock or a lock change.
   b) Building Code for which new lock or lock change is requested.
   c) Room number for which new lock or lock change is requested.
   d) Type of lock needed (door lock, desk lock, cabinet, etc.).
   e) Number of locks needed.
   f) Reason for requesting new locks or changes.
3. Obtain fund approval and forward Project Request Form (lock request) to the Building Coordinator of the building for which locks are requested.

Building Coordinator
1. Receive Project Request Form (lock request) from Budget Unit.
2. Review lock request.
3. If not approved, return Project Request Form (lock request), with reason for denial, to Budget Unit.
4. If approved, sign the Facilities Project Request Form (lock request) and forward to the Facilities Planning, Design, and Construction (PDC) email at designandconstruction@augusta.edu.

Facilities Planning, Design, and Construction
1. Receive approved Project Request Form from Building Coordinator.
2. Process and forward to Lock Shop.

Facilities Operations Lock Shop
1. Receive approved Project Request Form from the Facilities PDC.
2. Advise Building Coordinator of any special security concerns related to the Project Request Form.
3. Contact Budget Unit to determine the proper lock that is needed.
4. Check request lock for compliance and place lock order.
5. Process Facilities Requisition Form using the contact budget information for Purchase Orders.
6. Receive lock and enter keying information into computer database.
7. Install lock and forward keys to Key Control office for distribution.
8. Notify the Budget Unit that items have been received and installed.
9. Budget Unit to process invoice for payment.
10. Complete request and forward Project Request Form to Facilities PDC to close out request on log.

REFERENCES & SUPPORTING DOCUMENTS
Facilities Project Request Form

RELATED POLICIES
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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 4/24/2023

President, Augusta University   Date: 4/24/2023