

Augusta University

Policy Library

Lock Control Policy

Policy Owner: Facilities Management

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 <http://www.gru.edu/facilities/project-request-form.php>. The completed and signed form should be emailed to designandconstruction@gru.edu or faxed to 706-721-0107.

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 <http://www.gru.edu/facilities/bcoord.php>.

PROCESS & PROCEDURES

Budget Unit

Prepare a Facilities Project Request Form for all lock requests.
<http://www.gru.edu/facilities/project-request-form.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 occupy the building. Each Building Coordinator will be responsible for approving all lock requests for his/her assigned building(s).

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 620

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 10/14/2016

Last Review: 06/13/2017

Facilities Lock Shop Supervisor

Implement Facilities Project Request Form.

Responsibility:

Budget Unit

Prepare Facilities Project Request Form for all lock requests.

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.

Obtain fund approval and forward Project Request Form (lock request) to the Building Coordinator of the building for which locks are requested.

Building Coordinator

Receive Project Request Form (lock request) from Budget Unit.

Review lock request. If not approved return Project Request Form (lock request), with reason for denial, to Budget Unit. Sign approved Facilities Project Request Form (lock request) and forward to the Facilities Construction and Projects Group.

Facilities Construction and Projects Group

Receive approved Project Request Form from Building Coordinator. Process and forward to Lock Shop.

Facilities Operations Lock Shop

Receive approved Project Request Form from the Facilities Construction and Projects Group. Advise Building Coordinator of any special security concerns related to the Project Request Form. Contact Budget Unit to determine the proper lock that is needed. Check requested lock for code compliance and place lock order.

Receive lock and enter keying information into computer database.

Install lock and forward keys to Key Control office for distribution.

Complete request and forward Project Request Form to the Facilities Construction and Projects Group coordinator for financial processing.

REFERENCES & SUPPORTING DOCUMENTS

Facilities Project Request Form - <http://www.gru.edu/facilities/project-request-form.php>

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017