



**Nova Southeastern University (NSU)**  
**Office of Facilities Management – Public Safety Department**  
**Physical Security Division – Locksmith Operations**

*Policy and Procedures Date: July 1st, 2016 - Version 1.0*  
*Subject: Nova Southeastern University-Access Control: Key & Locking Hardware Control Policy*

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**1. Purpose**

This is a statement of policy regarding physical access control of buildings, equipment, vehicles, and properties owned or occupied by Nova Southeastern University (NSU). This policy will serve as the framework by which keys and codes for access to NSU properties will be issued, monitored, and maintained. The PSD-Physical Security Division – Locksmith Operations, within the Office of Facilities Management and the Public Safety Department shall implement and oversee the procedures set forth herein. The PSD-Physical Security Division – Locksmith Operations shall work closely with the Vice President of Facilities Management to ensure that all university access needs are met for the NSU community stakeholders and departmental facilitators. This exclusive responsibility for the control & issuance of all university keys, locks, and codes will ensure that checks and balances for access to all NSU facilities and properties are met for the sustained operations to critical, high-risk, and essential programs throughout NSU. The issuing of keys, maintenance of physical security locking devices & equipment, and other provisions concerning physical security for leased properties other than those at Nova Southeastern University owned properties are to be included and covered by the specific lease agreement for NSU control of the property in question.

**1.1 Objectives**

1. To achieve maximum physical security with minimum logistics.
2. To establish and have continued control for standards of all NSU locks, keying, and codes for physical security systems including key duplication and combination distribution.



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**1.1 Objectives *continued*:**

3. To establish a recorded chain of accountability for all keys and codes issued, this is for auditing and key control purposes.
4. To establish or restore physical security in a timely manner whenever key control has been compromised and/or new facilities are acquired.

**2. Policy**

This policy applies to any individual who is granted authorized access to any Nova Southeastern University property and to all keys, codes, and locking devices that control physical access to NSU properties.

**2.1 University Guidelines**

1. No person shall knowingly possess an unauthorized key to properties owned or operated by the Nova Southeastern University. The PSD-Physical Security Division – Locksmith Operations is the only authorized purveyor for university keys and physical security locking hardware.
2. All keys remain the property of Nova Southeastern University. Keys that are no longer needed shall be promptly returned to the PSD-Physical Security Division – Locksmith Operations.
3. All members of the university community are responsible for keys assigned to them.
4. Lost keys must be reported immediately to the appropriate Department Head/Facilitator and to the PSD-Physical Security Division – Locksmith Operations.
5. Stolen keys must be reported immediately to the appropriate Department Head/Facilitator and to the PSD-Physical Security Division – Locksmith Operations.
6. The installation, changing, or removal of all locking hardware shall be performed only by an authorized PSD-Physical Security Division – Locksmith Operations designate.
7. Installation of all mechanical access control (MAC) locking hardware, electrical access control (EAC) locking hardware, integrated proximity card reader locking hardware, locking hardware for biometric integration, or any card reader integration requires the approval of the PSD-Physical Security Division – Locksmith Operations and the Office of Facilities Management prior to specification and purchase. No magnetic (mag) locks are to be utilized, unless no other practical solution exists.



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**2.1 University Guidelines *continued*:**

8. Unauthorized locks are prohibited on any NSU doors and if found will be removed and discarded. Any damage or repair necessitated by the removal of unauthorized locks will be the responsibility of the department or persons found in violation of this policy. Purchases must be approved by the PSD-Physical Security Division – Locksmith Operations and the Office of Facilities Management representative.

9. NSU keys should at no time be left unattended (i.e.: hanging in a door lock, lying on or inside a desk, etc.).

10. Only the Associate Director of the PSD-Physical Security Division – Locksmith Operations shall have access to the university uncut quad-keyway blanks for future GGM keys.

**2.2 Departmental Responsibility**

1. Deans, Directors, or Department Heads and their specific Facilitators/designates shall be the only personnel authorized to request keys or lock changes within their respective departments.

a. Departmental designates/facilitators shall have their authority delegated in writing via a PSD-Physical Security Division – Locksmith Operations Facilitator Authorization Form by their respective Department Head.

b. Departmental designates/facilitators shall have their authority to request services in writing via a NSU-PSD Physical Security Division-Locksmith Operations Work Order and Access Request Form once they have been added by their respective Department Head to the PSD-Physical Security Division – Locksmith Operations Facilitator Authorization Form (example of forms below).

Facilitator Authorization Form

Work Order and Access Request Form

This form is titled 'APPROVED FACILITATOR AUTHORIZATION FORM' and is marked as 'CONFIDENTIAL INFORMATION'. It includes fields for 'Facilitator Name', 'Department', 'Requesting Department Head', and 'Requesting Department Head Title'. There are also sections for 'Requesting Department Head Signature' and 'Requesting Department Head Date'. The form contains several checkboxes and text boxes for detailed authorization information.

This form is titled 'WORK ORDER & ACCESS REQUEST FORM' and is marked as 'CONFIDENTIAL INFORMATION'. It includes fields for 'Requesting Department Head', 'Requesting Department Head Title', 'Requesting Department Head Signature', and 'Requesting Department Head Date'. There are also sections for 'Requesting Department Head Signature' and 'Requesting Department Head Date'. The form contains several checkboxes and text boxes for detailed work order information.



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## **2.2 Departmental Responsibility *continued*:**

2. Each department is responsible for enforcing the key return policy. All students, faculty, and staff members must promptly surrender all university keys assigned to them, as required, and during the following procedures:
  - a. NSU Human Resources Policy and Procedures employment termination/transfer checklist review.
  - b. NSU Residential Life and Housing room checkout procedure.
3. Keys are not to be transferred from their assigned carrier to another without proper departmental authorization. (\*Please also see 3.2 for additional information)
4. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost or stolen keys. (\*Account Number may be required)

## **2.3 Policy Enforcement**

The university regards any violation of this Policy as a serious threat to security, including security compromises caused by failure to retrieve keys from departing users. Individuals who violate this policy are subject to the terms described in the NSU Human Resources Policy and Procedures as part of and required during employment termination/transfer checklist review.

Possession or duplication of certain keys:

1. No person shall knowingly possess any key or code to the lock of any building or other property owned by the Nova Southeastern University, a department, a division or agency thereof, without receiving permission from a person duly authorized to give such permission to possess such key.
2. No person, without receiving permission from a person duly authorized to give such permission, shall knowingly duplicate, copy, share, or make a facsimile of any key or code to a lock of a building or any other property owned by Nova Southeastern University, or a department, or division thereof.

## **3. Procedures**

### **3.1 Issuing of New Keys**

1. A key may be issued to a NSU employee once the PSD-Physical Security Division – Locksmith Operations has received a request form approved by an authorized facilitator.
2. The PSD-Physical Security Division – Locksmith Operations personnel upon receiving the approved request form will confirm all information provided is correct and that there is no missing information.
  - a. This includes the receiver's name, "N" number, building and room number, phone extension, and the stamping of the key as well as the stamping of the lock.

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*NSU-Facilities Management PSD-Locksmith Operations Key and Lock Control Policy 2016 - 20160701v1*

*Jimmy R. Ricci, CRL, ALT, ACT – Associate Director of Physical Security*



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**3.1 Issuing of New Keys *continued*:**

- b. All keys will have the individuals “N” number stamped directly on the key, this is for auditing and key control purposes.
- c. No more than one key is to be issued per person, this is for auditing and key control purposes.
- d. If any individual losses a key a Lost Property report must be filed with Public Safety prior to a second key being issued to the individual.
- e. Requests for any individuals that are not NSU employees will need to be approved by the Vice President of Facilities Management, Director of Public Safety, and Associate Director of Physical Security prior to keys being issued, this is for auditing and key control purposes.
  1. The PSD-Physical Security Division – Locksmith Operations must still receive a work order approved by an authorized facilitator.
  2. Once The PSD-Physical Security Division – Locksmith Operations personnel has received the request, and approval has been granted by the Vice President of Facilities Management, Director of Public Safety, and Associate Director of Physical Security, keys will be issued (sub-custody) to the approved authorized facilitator.
  3. It will then be the approved authorized facilitator’s responsibility to maintain proper records for auditing and key control purposes.
- f. Any individual receiving a key must have valid identification, NSU SharkCard or Driver’s License, at the time the key is delivered, this is for auditing and key control purposes.

3. Please note that any individual obtaining a Master key, for any area, must relinquish any change keys for that area prior to being issued the Master key.

**3.2 Transferring of Keys**

1. A key may be transferred to a NSU employee once the PSD-Physical Security Division – Locksmith Operations has received a work order approved by an authorized facilitator, this is necessary for auditing and key control purposes.
2. All keys will have the individuals “N” number stamped directly on the key, this is for auditing and key control purposes.
3. The transferred key may be used by the employee until the new key has been delivered showing the employees N number.
4. No more than one key per stamping is to be issued per person, this is for auditing and key control purposes.
5. Any individual receiving a key must have valid identification, NSU SharkCard or Driver’s License, at the time the key is delivered, this is for auditing and key control purposes.



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### **3.2 Transferring of Keys *continued*:**

6. Please note that any individual obtaining a Master key, for any area, must relinquish any change keys for that area prior to being issued the Master key.

### **3.3 Lost or Found Keys**

1. Any individual losing a key must contact Public Safety Department to file a Lost Property Report.
2. A Lost Property Report must be filed with Public Safety Department prior to a new key being issued to any individual.
3. Any individual picking up a found key(s) must describe lost item(s) and have valid identification, such as a NSU SharkCard or Driver's License, this is for auditing and key control purposes.
4. Any individual picking up found keys must have previously signed the key log for that particular key, showing that they had been approved for the key in question.
  - a. If there is no signature (key not previously issued to that individual), the key will not be returned to the individual.

### **3.4 Returning of Keys**

1. Keys that are no longer needed by any individual should be returned to the PSD-Physical Security Division – Locksmith Operations inside a #10 (business envelope) with department and/or college's letter head as follows:
  - a. Written on the outside of the envelope.
    1. One envelope per person.
    1. Individual's name.
    2. Individual's N number.
    3. Date key(s) being returned.
2. The envelope should then be returned to PSD-Physical Security Division – Locksmith Operations in a timely manner.
3. Please note that any individual obtaining a Master key, for any area, must relinquish any change keys for that area prior to being issued the Master key.
  - a. Date and new code must be tracked in the log book for each building; the old core must be stored in the key box with the original key and 1 copy, (3 for Residential Life and Housing).



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### **3.5 Rekeying Doors/Locks**

1. Installing new cores require PSD-Physical Security Division – Locksmith Operations personnel to verify previous codes used and select the next available; this is necessary for security, auditing and key control purposes.
2. The issuing of keys, maintenance of access control devices, and other matters pertaining to physical security for leased properties are covered by the appropriate lease agreement for the property in question. The University’s proprietary key system will be used in these locations due to the need to maintain the security of the system and NSU properties and records. Questions concerning physical security for leased properties should be directed to Facilities Management and PSD-Physical Security Division – Locksmith Operations for discussion with the appropriate landlord for coordination.

## **4. Definitions**

## **5. References**

## **6. Approvals and Revisions**

Approved July 1st, 2016, by Vice President for Facilities Management, Jessica Brumley.

Approved July 1st, 2016, by Director of Public Safety, James Ewing.

Approved July 1st, 2016, by Associate Director of Physical Security-Locksmith Operations, Jimmy Ricci.

Policy complied by PSD-Physical Security Division – Locksmith Operations 2016 Team Members:

Melissa M. Crawford – Lead Locksmith III

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Jimmy R. Ricci – Associate Director of Physical Security

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Future Revisions