



Policy #54006.5

KEY CONTROL POLICY – RESIDENTIAL BUILDINGS

Effective Date: July 1, 2022

Revised Date: July 1, 2022

Responsible Office: Office of Campus Living & Housing

Division: Student Affairs

I. PURPOSE AND POLICY SUMMARY

The purpose of the key/ card control policy is to provide reasonable security and privacy to the residential hall community. This policy provides rules related to keys gaining access to University residence halls.

II. POLICY & PROCEDURES

A. Student Staff

1. Staff members are issued the following keys and are held responsible for these keys during their tenure on staff (WHILE ON DUTY)

CAs:

Staff Office

RAs:

Staff Office/Building Key

:

Building Key

2. Staff will check-out Keys and Equipment.
3. Staff members are to keep keys in a safe and secure while in use. All keys should be returned to Handy Tac or Office after completing lockout.
4. Staff are not to loan their key(s) to anyone. Staff are prohibited from duplicating their keys and should not accept a duplicated key from other student staff members.
5. Once a staff member uses the master keys, **return it immediately** to Handy Trac/AC office. **Do not carry the slide key or sub-master key out of the building for long periods of time for any reason.** Do not leave the slide key or sub-master key in a student's room (i.e. while doing room inspections) or in pants pockets.
6. Leave your staff office key in your room except when you need to get into the staff office. As soon as you are done in the office, return the key to a safe but not obvious location in your room. **Do not carry the staff office key out of the building for any reason.**
7. If you lose or misplace an slide key, staff office key, sub- master key please carefully retrace your steps and all the places you visited while having the key. If you are unable to locate the key within 1 hour, you are required to notify the following people (even on the weekends):
 - Your immediate supervisor (Area Coordinator)
 - Assistant Director of Campus Living & Housing
 - Director of Campus Living & Housing

8. Staff will return their keys to their AC or direct supervisor upon leaving the position.

III. HANDY TRAC “KEY CONTROL”

HandyTrac key control reduces liability by prevent apartment keys from falling into the wrong hands and provides a secure Audit Trail.

1. Maintenance, Area Coordinator, Community Assistant, Graduate Assistant, Housing Administrators
2. Staff should use Campus Living issued badge to checkout keys using Handy Trac.
3. All keys should be scanned out and scanned back in after use (Work Orders, Lock Out, Room Inspections)
4. Staff members are to keep keys in a safe and secure while in use. All keys should be returned to Handy Trac promptly.
5. Staff are not to loan their badge to anyone.
6. If you lose or misplace a master key please carefully retrace your steps and all the places you visited while having the key. If you are unable to locate the key within 1 hour, you are required to notify the following people (even on the weekends):
 - Your immediate supervisor (Area Coordinator, Maintenance Supervisor)
 - Director of Campus Living & Housing
7. Locks should be changed for any misplaced/lost keys.
8. Work-study, Resident Assistants, Outside Vendors are not allowed to access Handy Trac.
9. Staff will return their keys to the Office of Campus Living upon leaving the position.

IV. ONITY “FRONT DESK ACCESS MANAGEMENT

1. Area Coordinators, Community Assistant, Graduate Assistant, Housing Administrators
2. Staff should use Campus Living issued Username and Password.
3. Sub-Master Keys should expire within 2 months. Building Master keys should expire at the end of the Academic year.
4. In order to make a new master key the old master be **MUST** be turned in.
5. All training on Onity must be **APPROVED** by the Director or the Assistant Director of Campus Living and Housing.
6. Work-Study, Resident Assistants, Outside Vendors, Maintenance are **not allowed** to access Onity. (Only the Area Coordinators, Graduate Assistant, Community Assistant, Director, Assistant Director (s) are allowed)
7. Master keys should not be issued to anyone, including Residents, Resident Assistants, Police, and Vendors.
8. Vendors are only allowed Building Master Slide keys during the Summer when Residential Halls are completely **EMPTY**.

9. If you lose or misplace a master key please carefully retrace your steps and all the places you visited while having the key. If you are unable to locate the key within 1 hour, you are required to notify the following people (even on the weekends):

- Your immediate supervisor (Area Coordinator, Maintenance Supervisor)
- Director of Campus Living & Housing

10. Residents MUST be verified by using their Student or State ID before issuing out a new slide or hard key. (Please verify student room assignment using an updated Semester Roster or THD)

V. STUDENT KEYS

1. Issuing Keys - Keys are issued at residence halls or other check-in locations on campus as part of the check-in process for move-in. Keys issued at different times are issued at Key Service Office located at Robinson Hall. To receive a key, residents must provide a picture ID. A Campus Living staff member will verify the assignment.
2. Room Keys - Room keys are the property of the University and may not be duplicated. If you lose your room key, report it immediately to the Campus Living & Housing Staff. A charge sheet will be issued for the lost key, and the resident must sign a gaining entry form. The charge sheet must be submitted from the Campus Living Staff office for a lock change to be made by Housing Personnel. Once the lock change is made, the person who lost the key will be charged for Tiger Village—\$25 (hard key)/\$10(card key), for Traditional—\$50 (per key), For West Campus-\$50 (per key)/ \$10(card Key)
3. Lockout - For lockouts, staff members will utilize a gaining entry form and must verify students' identification. 2. The Lock Out procedure will go as follows: The first violation is a written warning, the second violation is \$25, and the third violation and, after that, \$50.00. Should a resident become locked out after midnight, over the weekend, or after 5:00 PM on Friday, they will be assessed an additional \$50.00 charge. Please be advised that room lockouts are not considered emergencies, and residents will be let back into their room as soon as a RA/Area Coordinator staff is available to assist them. Keys are non-transferable, and duplication is PROHIBITED. They are for the exclusive use of the resident, not visitors or others. A fine of \$250.00 will be charged to the student for passing their key to non-occupants of the room.
4. **ANYONE WHO DUPLICATES OR IS FOUND IN POSSESSION OF A DUPLICATED GRAMBLING STATE UNIVERSITY KEY WILL BE SUBJECT TO ADJUDICATION.**

VI. LOST KEY PROCEDURE

1. The student will be charged \$50.00 for each lost key in Traditional halls, \$10.00 for each slide key and each hard key in Tiger Village residence halls. For replacement keys for traditional halls, student must report lost key to Resident Assistant or Area Coordinator and sign a charge sheet. Residents for Jewett Hall will be charged \$10.00 for front door key replacement. Charge will be placed on students account at this time.
2. If the lock and core has to be changed there is a charge of \$50.00
3. Once the core (lock) to the student's room has been changed or swipe card ordered no cancellation nor credits can be issued to the student's account.
4. To receive a replacement key for Tiger Village the student must present a GSU ID at the Key Service office located at Robinson Hall and sign a charge sheet. Charges will be placed on students account.
5. The student's room assignment will be verified
6. When issued a new or replacement card, the previous card for the same resident is automatically invalidated by the first insertion of the new key card.
7. It is recommended that you visit your room as soon as possible after being issued a replacement key card by Campus Living, and use the new card in the lock

VII. RETURNING KEYS

At the end of the semester, students must return their keys to the designated check-out location. If a student wishes to return a key after regular business hours, the key may be placed in the 24-hour key drop box at the designated check-out location using the express checkout envelope. Keys must be returned to Campus Living & Housing by the end of each semester's move-out day to avoid key charges and improper checkout charge.