



Policy Chapter: Chapter 11 Facilities

Policy Number and Title: 11.005 Access Control

I. Policy Statement

The University of North Texas (UNT) is committed to providing a secure campus for students, faculty, staff, and visitors, as well as enhanced security for real and personal property through controlled distribution of keys and electronic access.

II. Application of Policy

Faculty, staff, students, and visitors to the UNT campus. This policy applies to all UNT facilities except residence halls.

III. Policy Definitions

A. Key Authorizers

“Key Authorizers,” in this policy, means individuals given authority to approve key requests and electronic access. Key authorizers will be appointed by the Chancellor, the President, any Vice-President, Dean, or the Associate Vice President for Facilities (AVPF).

B. Electronic Access Device

“Electronic Access Device,” in this policy, is an instrument that uses a non-mechanical method, including but not limited to swiping or tapping an ID card or tapping a keyfob, to unlock a door or gain entry into a controlled area.

C. Facilities Access Control Office (FACO)

“Facilities Access Control Office,” in this policy, means the UNT Facilities office responsible for issuing keys and/or enabling access to university facilities through electronic means.

D. Key Holder

“Key Holder,” in this policy, means anyone to whom a key(s) or electronic access device to a university building has been issued.

IV. Policy Responsibilities

A. Generally

Keys and electronic access devices will be issued only to Key Holders who have a verifiable need to lock or unlock buildings, interior doors, gates, etc., and have been approved to receive a key or an electronic access device after completion of a key request approved by their Key Authorizer. Issued keys and electronic access devices are state property, entrusted to a Key Holder solely for use in the conduct of official University business, or to serve a need of the University. Key holders are required to return key(s) to the FACO when no longer needed and to notify the FACO when electronic access devices are no longer needed.

B. Authority

Control over keys and electronic access devices is established through joint efforts of the AVPF, Key Authorizers, Key Holders and the FACO.

C. Key Holder Responsibilities

1. Key Holders are expressly forbidden from exchanging, duplicating, or loaning issued keys or electronic access devices to anyone, or to accept custody of another Key Holder's keys or electronic access devices.
2. Key Holders must take reasonable measures to protect issued keys and electronic access devices from theft, loss, or unauthorized use, and report loss to FACO immediately.
3. Failure to comply with these requirements may be construed as theft of state property and compromises campus security. Violations of this policy may be grounds for disciplinary action, loss of access privileges, and possible legal action.

D. FACO Responsibilities

The Facilities Access Control Office is responsible for:

1. maintaining and executing [UNT Facilities Standard Operating Procedure](#) which details processes and methods for obtaining and managing keys;
2. reviewing and approving key requests;
3. cutting, tracking, and issuing all keys used to access University facilities;
4. programming and enabling electronic access devices to University facilities;
5. accepting returned keys and for disabling electronic access devices when no longer needed;
6. maintaining accurate records related to key and electronic access device issuance and the return of keys and disabling of electronic access devices;
7. assigning costs incurred to the key holder's department for re-keying a facility, issuing new keys, updating the key database, etc.; at the determination of the Vice President for Finance and Administration (VPFA); and
8. conducting a risk assessment to determine whether re- keying doors and/or locks is required to restore security when an employee fails to return issued key(s) after vacating a space or termination of employment. After the completion of the risk assessment, FACO will notify the AVPF for consultation with OGC, Police, and HR.

E. Key Authorizer Role and Responsibilities

1. The Key Authorization process is detailed in the [UNT Facilities Standard Operating Procedures document](#).
2. Individuals identified with delegation authority will make appointments on the

“Addition or Revision of Authorizer” form found in the Resources section on the Facilities website.

3. The Key Authorizer for a facility will validate key requests to ensure key issuance properly supports a department and does not grant access or greater level of access than the key holder needs to perform their duties.
4. Key Authorizers will maintain a list of key holders and make the list available for random audit by the FACO.
5. FACO will give advance notice prior to audit commencement. The primary purpose of an audit is to determine if departmental records are accurate and in agreement with records maintained by FACO, to ensure all keys issued to departmental personnel can be accounted for, and adherence to this policy. Violations of this policy may be reported to the AVPF for appropriate action.

F. Temporary Key and Electronic Access Device Issuance

Keys and electronic access device may be issued by FACO to contractors, vendors, and UNT employees on a temporary basis as needed in order to conduct University business or to meet a need of the University, with a properly completed and authorized temporary key request form. FACO may revoke temporary access at any time.

G. Other Responsibilities related to Access Control

1. Only the Chancellor, the President, the VPFA, or the AVPF or his designee, may authorize Grand Master keys for UNT facilities.
2. Only one designated Key Authorizer may authorize Building Master keys. When multiple organizations occupy space within a single building, the Key Authorizer for the building will be appointed from the organization occupying the greatest space within the building. This person may be the building representative or someone from the representative’s department. Any conflict in establishing a Key Authorizer will be settled by the AVPF, whose decision will be final.
3. Only the AVPF or Directors reporting to the AVPF may give authorization for keys to mechanical rooms and custodial closets.
4. Removing a lock from the grand master keying system requires written approval from the AVPF.
5. Due to security, any deviation from this policy will require submission of a deviation request submitted by a Dean or other appointer identified in Section III.A.
6. Desks and filing cabinet keys are not covered under this policy unless they are keyed to the University System. University System keys may be ordered by submission of a work order to [UNT Facilities](#).
7. Keys and electronic access devices issued to occupants of Resident Halls will be issued following Standard Housing Operational Procedures for issuing keys and electronic access devices and is coordinated with the Associate Vice President for Auxiliary

Services.

V. Resources/Forms/Tools

[UNT Facilities](#)

VI. References and Cross-References

[UNT Facilities Access Control SOP](#)

VII. Revision History

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