KEY CONTROL
FOR FACILITIES MANAGED BY
THE PUBLIC BUILDING AUTHORITY

KEY CONTROL

A. PURPOSE

To explain policies and procedures regarding the issuance, return, and control of keys utilized to access buildings and facilities managed by the Public Building Authority (PBA).

B. SCOPE

Applies to all departments within PBA managed facilities where PBA controls access.

C. POLICY

1. PBA SAFETY AND SERVICES RESPONSIBILITIES

PBA Safety and Services is responsible for:

(1) Issuance of keys to the appropriate department;
(2) Ensuring requests for keys are properly authorized;
(3) Tracking keys issued to each department and individuals; and
(4) Conducting audits

2. PBA MAINTENANCE

PBA Maintenance is responsible for securing, cutting, and ensuring that key identification is associated with the appropriate building.

3. DEPARTMENT RESPONSIBILITY

Each department is responsible for administration of key issuance and returns within their respective organization.

4. KEY TRACKING LOG

PBA Safety and Services is responsible for maintaining an automated record of keys assigned to employees and contractors. Upon request, PBA can provide periodic reports to departments to ensure records are current and accurate.

5. LOSS OF KEYS

If a key has been lost or stolen, the employee or contractor must notify his/her department head or supervisors immediately. The department head or supervisor will then notify PBA Safety and Services. PBA reserves the right to charge $10 for any unaccounted for keys.

6. SECURING KEYS

PBA Maintenance is responsible for securing all unassigned keys in a locked cabinet or safe. Unused keys are returned to PBA Safety and Services (Access Control) where the automated records are updated. The keys are then forwarded to PBA Maintenance for placement in the locked cabinet.

7. AUDITS

PBA Safety and Services will perform periodic audits to insure accuracy of records and that procedures are adhered to regarding key assignments and returns.

8. TRANSFER/LOAN OF KEYS

Employees and contractors are responsible for all keys assigned to them and should **never transfer or loan** their keys to other individuals without first obtaining approval from their respective department head.

9. LOCK CHANGES

Requests for lock and key changes must be forwarded to PBA Safety & Services who (Access Control) will coordinate the request with PBA maintenance for justification and approval. The requesting department must provide full justification and explanation necessitating the change. The cost for lock changes may be the responsibility of the requesting department.

10. RETURN OF KEYS

Each department is responsible for ensuring that keys are returned to PBA Safety and Services (Access Control) when employees or contractors transfer or terminate. This allows for accurate record keeping. PBA can request to withhold the employee's final paycheck until any and all keys are returned.

11. KEY REQUESTS

Only department heads or their authorized designee may request keys. All authorized designees must be so declared in writing by the department head.

D. INSTRUCTIONS

1. PROCESSING KEY REQUESTS

- The Key Request form must be used by department heads to request new keys, return keys that are no longer needed, and to provide notification of lost/stolen key(s) to PBA.

- The Key Request form is available on adobe acrobat and can be accessed on the PBA website at www.ktnpba.org.

- After appropriate signatures are obtained, the completed key request form is then forwarded to PBA Safety and Services (Access Control) by either fax 865-215-2233, scan/email: accesscontrols@ktnpba.org Or can be hand delivered to Access Control in the City County Building to Suite L-146.

- The form is reviewed and the following basic information is entered into the automated recordkeeping system by PBA:

    - employee(s) ID number to whom the key is being assigned
    - employee(s) name
    - employee(s) department

- The request is submitted to PBA Maintenance via the Computerized Maintenance Management System for review and approval. If the request meets PBA Maintenance approval, the appropriate key is cut and sent to PBA Safety & Services for recording and distribution with the following **key identification information:**

    Key ID #
    Brand
    Class
    Core #
    Bit pattern
    Quality assurance

- PBA Safety & Services will enter the following required data into the automated key recordkeeping system:

    - name of the building where key(s) are to be used **(building**)
    - room number of the door(s) where keys are to be used **(location)**
    - key number stamped on the key **(keyed)**
    - number of keys issued **(quantity)**