

# BCTC Key Procedures

## **Guidelines that apply to all campuses**

- Key access is limited in order to maintain reasonable security to college facilities.
- Supervisors (Manager, department heads, etc.) must approve any key request.
- Key issuance is based on level of need in order to perform one's job duties.
- Keys will not be issued to part-time, temporary, or adjunct personnel.
- Any person receiving a key must sign a key agreement that will be kept on file in the issuing party's office.
- Any keys issued must be returned to the issuing party/department at such a time that it is no longer the Employee's work area or upon termination of employment.
- Keys are not transferable and may not be passed on to other employees. If keys are no longer needed they shall be returned to the issuing party/department/security office.
- The person being issued the key must pick up the key in person and sign the appropriate form(s).
- Master keys are restricted to specific positions outside of Facilities and Operations staff (Dean's level or higher) and must be approved by the Dean of Operations.
- Due to security issues, after hours access to BCTC facilities is restricted. Key personnel such as M&O, Security, and Campus Directors will be issued keys and security codes for after hours access. If access is needed for a particular event or reason, an entrance key and security code may be provided to the parties in need for temporary use. After hour access must be approved by the VP or Dean of the requesting area.
- College keys may not be duplicated for any reason. If additional keys are needed, follow the key issuance procedure for the particular campus.
- Any lost or stolen keys must be immediately reported to the issuing party/department.

## **Cooper Campus Procedures**

- All key requests are to be made through the Dean of Operations using the Key Request Form available on the BCTC web site:  
[https://bluegrass.kctcs.edu/media/faculty\\_staff/documents/2015-2016-handbook/key-request-form-06222016.pdf](https://bluegrass.kctcs.edu/media/faculty_staff/documents/2015-2016-handbook/key-request-form-06222016.pdf)
- The Dean of Operations will issue a key card to be taken to the UK Key Shop that makes the keys.
- The person being issued the key must pick up the key themselves and sign for it at the key shop.

- UK Key Shop maintains a database that includes information on keys that have been issued and a key chart as to what key number opens which doors.

### **Leestown Campus Procedures**

- All key requests are to be made via the M&O work order system.
- Supervisors (See Guidelines Section) must approve any key request in the M&O Work order system. Approval must be specific as to why the individual needs the key to be made. Failure to provide this approval will result in request being denied.
- Keys are made on site and should be available within 5 days.
- Any entrance keys issued must be accompanied by a security code. Entrance keys will be restricted to key personnel and must be approved by the department Dean or VP.
- Security will maintain a database that will include information on keys that have been issued and a key chart as to what key number opens which doors.

### **Danville, Lawrenceburg and Winchester Procedures**

- All key requests are to be made to the Campus Director.
- The Campus Director will order the key from Stanley Security Solutions
- Any entrance keys issued must be accompanied by a security code. Entrance keys will be restricted to key personnel and must be approved by the Campus Director.
- The Campus Director will maintain a key database that will include information on keys that have been issued and a key chart as to what key number opens which doors.

### **Procedure for ordering keys from Stanley Security Solutions**

- Only authorized personnel are able to order keys.
- Call Stanley at 800-999-6930.
- Provide name, campus address, key number and number needed.
- Stanley will fax a conformation form that must be signed and faxed back to the number on the form.
- Have the keys shipped directly to the campus address, not to a Lexington campus.

Payment should be made by the person authorizing the order, a pro-card may be used.