

Louisiana State University

Office of Facility Services

Operating Instruction 6301

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SUBJECT: LOCK SHOP OPERATIONS AND KEY ISSUANCE PROCEDURES

I. Key Types

- A. **Entrance Key** – key to the building entrance door(s).
- B. **Room/Door Key**– key to a room; office, classroom, lab, etc.
- C. **Equipment Room Key** – key to mechanical rooms, electrical rooms and roofs
- D. **Janitorial Key** – key to janitorial rooms and storerooms.
- E. **ITS Room Key** –key to ITS rooms.
- F. **Sub-Master Key** –key that opens a group of doors assigned to a department.
- G. **Building Master Key** –key that opens all doors in a building

II. Procedure to Check-Out Keys

- A. The lock shop will maintain a master key ring for all buildings and OFS equipment. The lock shop will check out a key ring to qualified individuals and maintain a log that documents date of check-out, specific key rings checked out and the name of the person who checks out the key ring.

- B. Qualified individuals include:
 - 1. OFS personnel
 - 2. ITS personnel
 - 3. Public Safety personnel
 - 4. Designers under contract with the University
 - 5. Contractors under contract with the University
 - 6. Others who have written authorization from OFS
- C. The normal duration of a check-out is 3 business days or less. If keys are needed for a longer period of time, a written request must be submitted and approved by an OFS Manager or higher position.

III. Key Duplication

- A. At **no** time will the lock shop make duplicate key(s) without a work order authorizing them to do it.
- B. Requests for duplicating building keys, entrance, room, sub-master and building master key(s) must come from the Customer Service Center and they must be approved by the Building Coordinator. The Building Coordinator will approve and enter the request through the Maximo work order tracking system or in writing. Keys may **not** be ordered by phone.
- C. Requests for duplicating equipment room keys for OFS employees and/or service employees must come from the Customer Service Center and they must be approved by the appropriate OFS Manager or a higher position.
- D. Requests for duplicating janitorial room keys for Building Services employees and/or service employees must come from the Customer Service Center and they must be approved by the appropriate Building Services Manager or a higher position.
- E. Requests for duplicating ITS room keys for ITS employees and/or service employees must come from the Customer Service Center and must be approved by the appropriate ITS Manager or a higher position.
- F. Once the locksmith finishes cutting the keys, they will be brought to the Customer Service Center. Customer Service will contact the requestor and let them know that the key(s) are ready for pick up.

III. Changing Locks or Re-Pinning Lock Cylinder

- A. In order to ensure that Emergency personnel have access to all LSU property, LSU uses proprietary lock systems and prohibits anyone other than OFS lock shop personnel to change a lock, duplicate keys, re-pin cylinders or add pad locks to doors and gates.
- B. If a department has compelling circumstances and would like to request that a space be removed from the proprietary lock system, they must make a written request to OFS, Associate Director of Facility Maintenance. Approval to remove any lock from the proprietary system will be only given in extreme situations.
- C. If a faculty or staff member believes that the security of an office, lab, or building has been compromised, they should contact LSUPD immediately. LSUPD and OFS will work with the building coordinator to determine which lock cylinders need to be changed (re-pinned).
- D. OFS Customer Service Center will issue a work order which will outline which lock cylinders are to be changed and how many keys are needed. The lock shop will re-pin and install the cylinders. The keys will be delivered to Customer Service Center where the building coordinator can pick them up and distribute them.

IV. Emergency Keys

- A. OFS maintains a key box containing building keys in the Customer Service Center for use by OFS and other service personnel to access buildings after hours. Keys may be checked out by qualified personnel and must be returned the same day they are checked out.
- B. LSUPD and OFS locksmiths have a master building key ring which provides access to all campus buildings. In case of an emergency, LSUPD will respond and if necessary, the locksmith on-call can also respond.
- C. Elevator and Fire Service Keys-
 - 1. Louisiana Administrative Code Title 55, Part XVII, Chapter 29, Emergency Elevator Access, requires that all public elevators which are six or more stories in height and that have undergone substantial renovations after January 1, 2009 must be keyed for operation by one master elevator key. All elevator keys will be cut to a uniform key code, specified as "LA-UEK".

2. Until such time that LSU can comply with this code, LSU has chosen to install Fire Department Lock Boxes at each elevator which is five or more stories in height. These boxes are red in color and located on the building entry level by the elevator doors. Each box has a padlock and all are keyed alike. The four fire stations that surround the campus will be given keys. Since the padlock is on the LSU proprietary lock system, LSUPD will also have access to the boxes. Buildings with elevators that are four or less stories will not have lock boxes and first responders will use the stairs.
3. As a backup, a full set of fire service keys will be kept at LSUPD in the dispatch key box.