

# BMCC Building Security and Key Policy (Revised 3-11-22)

Public Safety Department, Borough of Manhattan Community College

## Introduction

This policy will assist Public Safety in securing and maintaining a safe environment for all that work and visit BMCC. It is used to help secure property and equipment at all BMCC locations.

## Guidelines

1. During off hours, all buildings will be locked and secured.
2. Any Faculty or Staff that requires access to BMCC locations after normal business hours and/or during a holiday, must obtain, ahead of time, permission from their department's Dean or Vice President who will approve access and notify Public Safety.
3. All keys are issued for temporary use. They are and remain property of the College. Keys must be returned to Locksmith under the following conditions:
  - a. When retiring or leaving BMCC. (exit interview form completed)
  - b. When transferring to a different department or building.
  - c. Upon termination of employment. (exit interview form completed)
  - d. When requested by a Vice President, Dean, Chairperson, or Director.
4. All keys are assigned to individual people. Under no circumstances are keys to be loaned, transferred, passed onto, or given to anyone. If changing offices or departments, a request must be submitted through the Archibus Work Order System for new keys. All previous keys must be returned to the Locksmith (Room N167).
5. No duplicate keys are issued to any individual.
6. Personal and private locks are not allowed on any door. They will be removed by Locksmith upon request of Public Safety Director.
7. Lost or stolen keys should be reported to Public Safety immediately, as well as to the Chairperson of the department. An Incident Report will be filled out when reporting lost or stolen keys—this is one of the steps in getting replacement keys.
8. There is a charge for each lost or stolen key. The price for replacement is as follows:
  - a. Any Office/Building Key \$30.00 dollars each
  - b. Any Master Key \$150.00 dollars each
  - c. Any Grand Master Key \$200.00 dollars each
  - d. Desk/File Cabinet Key \$5.00 dollars each

This fee covers some of the cost to re-pin locks, to issue new keys to the employee with the lost or stolen keys, and to issue keys to other employees that may be affected by repining.

## Steps to Obtain New Keys After Lost or Stolen Keys

1. Report lost or stolen keys to Public Safety. An incident report will be made.
2. Chairperson submits request through Archibus Work Order System to have keys replaced.
3. Pay for lost key at Bursar, obtaining receipt that will be submitted to Locksmith when picking up replacement keys.
4. When replacement keys are ready, pick up at Locksmith Shop Room N167 and sign for new keys.
5. Before the replacement keys are available: When access is needed to a room, contact Public Safety. A Public Safety Officer or Locksmith will be dispatched to assist within a reasonable time of request, based on staffing and workload at the time. Provide the following information: name, department, and room number. A valid ID MUST be shown when assistance arrives. No access will be provided to college assistants and/or work study without approval ahead of time by Chairperson, Dean, or Vice President.

## Procedures for Key and/or ID Access Request

1. Submit a key and/or ID access request through the Archibus Work Order System.
2. Request must be from Chairperson/Director or their assigned designee.
3. A separate request must be submitted for each individual.
4. Request will be reviewed by Public Safety Director/designee for approval.
5. Requests submitted incorrectly must be resubmitted.
6. After request is approved, keys will usually be ready in three (3) working days.
7. Completed request for keys can be picked up at Locksmith Shop Room N167 at Main Campus 199 Chambers Street between the hours of 8:00am – 5:00pm Monday through Friday.
8. A valid ID must be shown when picking up keys.
9. When receiving keys employees sign and date the appropriate authorization form acknowledging receipt and responsibility for them.
10. Only the employee receiving keys for use can sign for them.
11. It is up to the requestor to contact the Locksmith to see if the keys are ready to be picked up at ext. 5625 or 8032.

## Returning Keys

Upon separation from the college due to retirement, termination, transferring, etc. all keys shall be returned to Locksmith. In doing so, it will be determined if all keys issued to the individual are returned. Exit Inventory Form should be presented for signature to verify this.

NOTE: Failure to return assigned keys, or failure to pay for lost or stolen key fee, may subject employee's last paycheck to be withheld until payment is made at Bursar's office.

## Locksmith Service Request

All requests for any locksmith service must be submitted through Archibus Work Order System. Requests are submitted by a department Vice President, Chairperson, Director, or designee. After request is approved normal completion time of work request is three (3) working days if all materials needed are in stock. When parts and material have to be ordered, completion time may take longer depending on availability of material and procurement protocols.