

FAIRBANKS NORTH STAR BOROUGH

Procedure
10.03

Revised: 8/26/99
1 of 2

KEYING AND SECURITY

I. GENERAL

The Facilities Maintenance Division has initiated a uniform key control system base on "BEST"™ locking hardware. This has been accomplished to provide security and ease of maintenance with maximum flexibility and accountability in day to day operation of general Borough government buildings.

II. PURPOSE

The purpose of this document is to provide an efficient and functional keying system for building security for the Fairbanks North Star Borough.

III. RESPONSIBILITY

- A. The Facilities Maintenance Division, by means of its own locksmith, will ensure that all facilities are compatible with the present "BEST"™ Borough keying and locking system.
- B. Upon acceptance of any new facility keying system, the key control and individual building security will be transferred to the building managers, and ultimately become the sole responsibility of the executive director charged with operation of the particular facility.
- C. The key control and security of any Borough owned structures not maintained by the Facilities Maintenance Division (i.e. fire stations) shall be the sole responsibility of the facility manager or person in charge.

IV. DEFINITIONS

- A. Key Control: Distribution of building keys with signed documentation to anyone requiring access to any facility under a manager's immediate jurisdiction.
- B. Employee Form: Key release form provided by the Borough locksmith for record management of distributed keys. See Attachment 1.
- C. Contractor / Other Form: Key release form provided by the Borough locksmith for record management of distributed keys to various contractors and service personnel. See Attachment 2.
- D. User Form: Key release form provided by the Borough Locksmith for user groups such as Vendors, Groups or Organizations and Lessors of various facilities. See Attachment 5.

V. IMPLEMENTATION

- A. The Borough locksmith will be consulted prior to construction of any new facility to ensure compatibility of proposed locking devices to the Borough "BEST"™ keying system.
- B. Each project engineer will initiate a joint meeting with the proposed facility manager, the Facilities Maintenance Division Manager and the Borough locksmith to establish necessary levels of security for each new facility or addition.
- C. Prior to occupancy of any new facility, or upon completion of a Borough initiated keying retrofit, the facility manager will transmit a memo to the Facilities Maintenance Division Manager requesting the number of keys required for each level of security.

FAIRBANKS NORTH STAR BOROUGH

Procedure
10.03

Revised: 8/26/99
2 of 2

- D. Upon occupancy of any new facility or upon completion of a Borough initiated keying retrofit the final keying system will be installed or reviewed for accuracy by the Borough Locksmith.
- E. Upon distribution of individual keys, the facility manager shall ensure each individual receiving a key signs a key control form. A legible copy of this form shall be transmitted to the Facilities Maintenance Division locksmith for record management.
- F. The Facilities Maintenance Division will provide, upon request, padlocks keyed to building masters as required for optimum security.
- G. Facility Managers will be responsible for their own key control and security. Should the facility Manager request rekeying due to key loss or some other security compromise, the Facilities Maintenance Division locksmith will determine to what extent rekeying is required.
- H. Any new keys or replacement of broken, bent, or lost keys will be furnished upon request by means of a work order requisition, Procedure # 10.03, Work Order Requisitions. The Facilities Maintenance Division will provide these as a service.
- I. A key audit shall be performed by each facility manager on an annual basis. The results of this audit will be transmitted to the Facilities Maintenance Division locksmith for record management. See Attachment 3.
- J. The Grandmaster Key is the top-ranking key; it will open every core in the entire system. This key represents the most costly rekeying requirement if one should be lost. Therefore it should be issued on a **need** rather than a convenience basis for daily access to multiple buildings and for off-hour use. Issuance will be through the Facilities Maintenance Division locksmith, who will hold all permanent records.

The required signatures for issuance of a Grand Master Key will be the Chief of Staff, the Director of the requesting Department, and the Facilities Maintenance Division locksmith. See Attachment 4.

VI. OTHER

- A. References – Procedure # 10.03, Work Order Requisitions
- B. Attachments
 - 1. Employee Form
 - 2. Contractor/Other Form.
 - 3. Annual Facility Key Audit Form.
 - 4. Grand Master Form.
 - 5. User Form

AUTHORIZATION FOR GRANDMASTER KEY RELEASE FORM

AUTHORIZATION: _____
Department Head Chief of Staff

KEY ISSUED TO: _____
Employee Name

DATE: _____ POSITION / TITLE _____

I, the undersigned, hereby acknowledge receipt of the key described below, with the understanding that I shall be held solely responsible for its safekeeping for the full period during which it is in my custody and until it has been returned to the Fairbanks North Star Borough Locksmith.

I, the undersigned, hereby further agree to inform the Fairbanks North Star Borough Locksmith immediately upon loss of any key.

I, the undersigned, hereby further agree that I will neither make, cause or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy or facsimile of the key described below.

I, the undersigned, hereby further agree that any willful violation or infraction on any provision hereof shall be considered full and sufficient cause for disciplinary action, discharge, or legal action as deemed appropriate.

THE PORTION BELOW IS TO BE COMPLETED ONLY IN THE PRESENCE OF THE FAIRBANKS NORTH STAR BOROUGH LOCKSMITH.

EMPLOYEE NAME: _____ KEY DESCRIPTION: _____
Print

SIGNATURE: _____

WITNESS: _____ DATE ISSUED: _____
Fairbanks North Star Borough Locksmith

DATE KEY RETURNED: _____

KEY RECEIVED BY: _____
Fairbanks North Star Borough Locksmith

A copy of this form is to be sent to the Facilities Maintenance Division upon issuance or return of any key.

Xc: File

Form 5000-01
10/2000

**FAIRBANKS NORTH STAR BOROUGH
CONTRACTOR KEY RELEASE FORM**

I, the undersigned, hereby acknowledge receipt of _____ key(s) described below, with the understanding that I shall be held **solely** responsible for its (their) safekeeping for the full period during which it (they) is (are) in my custody and until it (they) has (have) been returned to

Building Manager

for the _____ Facility.
Facility Name

I, the undersigned, hereby further agree to inform the above person immediately upon loss of any key(s). I hereby further agree that should said key(s) be lost or otherwise not available for return upon demand, I will pay to the Fairbanks North Star Borough, the sum of \$ _____ per key for each key lost or otherwise not available for defrayment of such costs occasioned thereby.

FINAL PAYMENT FOR THIS PROJECT WILL NOT BE MADE UNTIL THE KEY(S) IS (ARE) RETURNED.

I hereby further agree that I will neither make, cause, or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy or facsimile of the Key(s) described below.

I, the undersigned, hereby further agree that any willful violation or infraction on any provision hereof shall be considered full and sufficient cause for cancellation or discharge of any and all contracts or agreements between the Fairbanks North Star Borough and _____
Company Name

without liability to the Fairbanks North Star Borough, and without prior notice to the undersigned.

Please Print or Type information requested below as appropriate.

PROJECT: _____

FIRM NAME: _____

ADDRESS: _____

SIGNED BY: _____ SIGNATURE: _____

TITLE: _____

KEY DESCRIPTION: _____

DATE RETURNED: _____ RECEIVED BY: _____

A copy of this form is to be sent to the Facilities Maintenance Division upon issuance or return of any key.

Xc: File

Revised 06/20/06

**FAIRBANKS NORTH STAR BOROUGH
EMPLOYEE KEY RELEASE FORM**

I, the undersigned, hereby acknowledge receipt of the key described below, with the understanding that I shall be held **solely** responsible for its safekeeping for the full period during which it is in my custody, and until it has been returned to the Facility Manager or issuing authority.

I, the undersigned, hereby further agree to inform the Fairbanks North Star Borough Facility Manager and the Fairbanks North Star Borough Locksmith immediately upon loss of any key.

I, the undersigned, hereby further agree that I will neither make, cause, or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy or facsimile of the key described below.

I, the undersigned, hereby further agree that any willful violation or infraction on any provision hereof shall be considered full and sufficient cause for disciplinary action, discharge, or legal action as deemed appropriate, without liability to the Fairbanks North Star Borough.

Please Type or Print Legibly.

THE PORTION BELOW IS TO BE COMPLETED ONLY IN THE PRESENCE OF THE FAIRBANKS NORTH STAR BOROUGH FACILITY MANAGER (OR OTHER AUTHORIZED ISSUING AUTHORITY) FOR WHICH THE KEY IS ISSUED.

EMPLOYEE NAME: _____

DEPARTMENT / DIVISION: _____

FACILITY ADDRESS: _____

KEY DESCRIPTION: _____

SIGNATURE: _____

WITNESS: _____ DATE ISSUED: _____

Issuing Authority

DATE KEY RETURNED: _____

KEY RECEIVED BY: _____

Issuing Authority

A copy of this form is to be sent to the Facilities Maintenance Division upon issuance or return of any key.

Xc: File
Facilities Maintenance

**FAIRBANKS NORTH STAR BOROUGH
VENDOR, USER GROUP, OR LEASEE
KEY RELEASE FORM**

I, the undersigned, hereby acknowledge receipt of _____ key(s) described below, with the understanding that I shall be held **solely** responsible for its (their) safekeeping for the full period during which it (they) is (are) in my custody and until it (they) has (have) been returned to the Fairbanks North Star Borough _____ Department for the _____ Facility.
(Facility Name)

I, the undersigned, hereby further agree to inform the Fairbanks North Star Borough _____ Department immediately upon loss of any key(s).
I hereby further agree that should said key(s) be lost or otherwise not available for return upon demand, I will pay to the Fairbanks North Star Borough, the sum of \$ _____ per key for each key lost or otherwise not available for defrayment of such costs occasioned thereby.

I hereby further agree that I will neither make, cause, or knowingly permit to be made, nor otherwise obtain, procure, or provide any unauthorized duplicate copy or facsimile of the Key(s) described below.

I, the undersigned, hereby further agree that any willful violation or infraction on any provision hereof shall be considered full and sufficient cause for cancellation or discharge of any and all contracts or agreements between the Fairbanks North Star Borough and _____ without liability to the Fairbanks North Star Borough, and without prior notice to the undersigned.
(Company / Person Name)

Please Type or Print Legibly.

THE PORTION BELOW IS TO BE COMPLETED ONLY IN THE PRESENCE OF THE FAIRBANKS NORTH STAR BOROUGH FACILITY MANAGER (OR OTHER AUTHORIZED ISSUING AUTHORITY) FOR WHICH THE KEY IS ISSUED.

KEY DESCRIPTION: _____

NAME: _____ PHONE: _____

ADDRESS: _____

GROUP OR ORGANIZATION: _____ PHONE: _____

TITLE OR OFFICE: _____ IDENTIFICATION: _____
(Number and Type - i.e. ADL)

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

KEY(S) RETURNED: _____

DATE KEY(S) RETURNED: _____

KEY(S) RECEIVED BY: _____
(Issuing Authority)

A copy of this form is to be sent to the Facilities Maintenance Division upon issuance or return of any key.

Xcc: File
Facilities Maintenance