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THE OHIO STATE UNIVERSITY **DEPARTMENT OF PHYSICS**	**Standard Procedure**	Prepared By:	Insert Name	Date:	DD-JAN-YY
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Standard Procedure

for

Building Access and Key Control

D0684-SP-E002

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Document Revision Status

REV	DESCRIPTION	RELEASE DATE	INITIAL AND DATE				
			CHG'D.	CHK'D.	ENGR.	APP'D.	APP'D.
0	INITIAL RELEASE	SEE COVER PAGE FOR SIGNATURES AND DATES					

Physics Departmental Approvals

AREA	NAME	SIGNED	DATE
MAPS Representative		_____	
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Faculty Representative		_____	
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1.0   PURPOSE

1.1   This procedure describes the means for granting building access, issuing keys to individuals for room access, and issuing keys to individuals for desk and cabinet access

2.0   SCOPE

2.1   This procedure applies to building access using BuckID and swipe card, and to issuance of keys to individuals to gain access to rooms, and to issuance of keys to individuals to lock desks and cabinets.

3.0   RESPONSIBILITIES

3.1   Administration of this procedure is the responsibility of the Facility Engineering Manager or his delegate. Execution of issuing building access, room keys, and desk/cabinet keys will be done by the Access Processing Associate (APA).

4.0   DEFINITIONS

4.1   BuckID: The official university ID which the Key Card Control Center uses as a means to grant access to the facility.

Requestors should be reminded to carry the BuckID at all times.

4.2   Building Access**:** The capability of entering the Physics Research Building and/or Smith Laboratory during hours of the day when the building is closed. Access is achieved by using the BuckID to swipe through a card reader at the entrances. Automatic locks temporarily disengage and the door can be opened.

4.3   Room Access**:** The capability of entering a specific room or group of rooms within the Physics Research Building and/or Smith Laboratory. Access is achieved by a brass key that is assigned to the individual from the University Key Card Control Center (KCCC).

4.4   Desk/Cabinet Access**:** The capability of locking or unlocking a specific desk, cabinet, or other furniture item within the Physics Research Building and/or Smith Laboratory. Access is achieved by a furniture key that is handed from individual to individual on an case-by-case basis. No key tracking exists, but lost keys can be replaced from the University Key Card Control Center (KCCC) or ordered from various internet-based suppliers.

4.5   Requestor**:** The person who has identified the need to gain access to the building after hours or has a need for a key to a given space.

4.6   Access Processing Associate**:** Any staff member assigned with the task of processing building access requests. Usually this is assigned to a single person to insure better control of keys and mastery of the process, however multiple staffers may be used during periods of peak activity.

4.7   Sponsor**:** The person of authority that approves the requestor having access to the facility and/or having a key to a given space. This is typically a faculty member for the case of visitors, researchers, or students, and is typically a senior management or human resources member for permanent staff.

4.8   Key Code Tree**:** The document which graphically depicts the coding system for keys and identifies masters, sub-masters, and room specific relationships. The Access Processing Associate (APA) uses the key code tree to determine the appropriate key type from the list of rooms contained in the Building Access Request form. With proper use of the key code tree, it is usually possible to satisfy the need for access to multiple rooms with a single key.

4.9   On Hand Key Inventory**:** The department maintains a certain amount of key types on-hand to reduce the time required to process a given request. The keys in the on hand key inventory are pre-assigned to a department staff member and then reassigned to the requestor by means of a transfer of assignment using the Key Request Form. The inventory is constantly changing and it can occur that the request must be filled with a newly cut key from the University Lock Shop.

4.10   Key Card Control Center (KCCC)**:** The department within FOD that issues keys and electronic access to buildings and rooms. This center includes the lock shop and the computer infrastructure needed to maintain building access. http://fod.osu.edu/kccc/

4.11   Building Access Request Form**:** The Physics Department internal form used by the requestor to make the request for access.

The form is 8-1/2" x 11" size and exists in three varieties according to classification as Undergraduate (White), Visitor (Buff), or Permanent Faculty/Staff/Researcher (Green).

The Access Processing Associate will issue the correct form according to the requestor's classification.
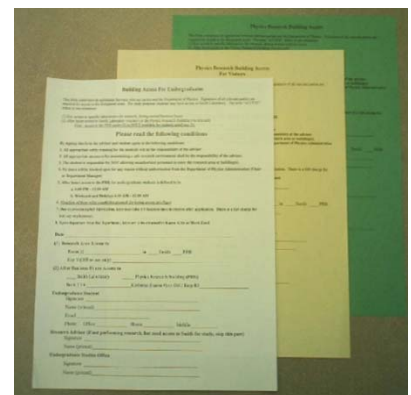
4.12   Key Request Form**:** The KCCC form used to request a new key or transfer assignment of an existing key. The form is 3" x 5" size and is a duplicate form with a white original and a pink copy.

The form is completed with typewritten content to insure legibility of this permanent University-wide tracking method.

5.0   PROCEDURE

NOTE: This section includes instructions for building access, room access, and desk/cabinet access. The steps for building access or for room access that follow are graphically depicted in flow charts contained in Exhibits 6.1 and 6.2. The steps for desk/cabinet access are much simpler and begin with item 5.1b and continue at 5.17. No flow chart is included for this process.

5.1a   Declare need for building or room access: The process begins with an individual declaring that he or she needs access to the building after hours and/or needs access to a given space. The requestor communicates this need to the Access Processing Associate.

5.1b   Declare need for desk/cabinet access: The process begins with an individual declaring that he or she needs access to a given desk and/or cabinet. The requestor communicates this need to the Access Processing Associate. Proceed to step 5.2 and 5.3 and then skip to step 5.17 for further details.

5.2   Clarify classification: The Access Processing Associate determines which classification the requestor belongs in and issues the appropriate Building Access Request Form as Undergraduate (White), Visitor (Buff), or Permanent Faculty/Staff/Researcher (Green).

5.3   Prepare Building Access Request Form: Requestor to fully complete the form and gather the relevant approval signatures. Extreme accuracy is needed in transcribing the name and BuckID number to the form. International students should clearly identify last name (family name) and first name (surname). Inaccuracies in this step will result in non-activation of swipe card privileges by KCCC programmers keying in invalid information. In addition, a full listing of rooms for which access is needed is critical to insure that the proper key type is selected.

5.4   Check document: Requestor to check document and verify that all identification numbers are correct and that all rooms for which access is needed are listed.

5.5   Submit form: When the form is complete and checked for accuracy, the requestor will submit the form to the Access Processing Associate for further disposition.

NOTE: For building access requests continue through step 5.7. For key requests continue through steps 5.16

5.6   Forward Info to KCCC: Access Processing Associate will forward the Requestor's BuckID and Name to KCCC.

5.7   KCCC to program access: Programmer's at KCCC will program the Requestor's information into the building access database which activates the BuckID to provide door open command with a card swipe at the entrance.

5.8   Determine key type: Access Processing Associate uses the Key Code Tree and the room listing from the Building Access Request form to determine the suitable key type.

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5.9 <u>Check Key Inventory</u>: Access Processing Associate will check existing key inventory to determine if the key type is on hand or must be ordered.

5.10 <u>Prepare Key Request Form</u>: The Access Processing Associate will prepare the key request form and will check the transfer block if key is available from on hand inventory or will issue without transfer block checked if new key is required.

5.11 <u>Cut new brass key</u>: Lock shop will prepare a new key in accordance with the key request form information.

5.12 <u>Receive new brass key</u>: Lock shop will notify the department that the new key is ready and a department representative will be dispatched to pick up and sign for the receipt of the key. Mail cannot be used because traceability and chain of possession control is required.

5.13 <u>Obtain signature</u>: The Access Processing Associate will prepare the key for delivery and will obtain the signature of the Requestor on the key request form.

5.14 <u>Issue Key</u>: The Access Processing Associate will hand over the key to the Requestor after all previous steps are completed and will record the serial number of the key on the key request form and on the Building Access Request Form.

5.15 <u>Send Form to KCCC</u> : The Access Processing Associate will send the key request form back to KCCC with all signatures and key data recorded, and still in multiple sheet form (duplicate form). KCCC retains the original white copy for final registration of the key assignment.

5.16 <u>Receive Form Back</u> : KCCC returns the pink copy of the key request form back to the Access Processing Associate for filing with the department record keeping system. This completes the chain of custody for the key assignment and aligns the department records with the KCCC records.

5.17 <u>Receive Desk /Cabinet Key</u>: The Access Processing Associate will direct the requestor on how to obtain the desk/cabinet key on a case-by-case basis. In general, the previous owner returns the key and next owner obtains it. However, such keys are often lost or misplaced and new keys sometimes must be created.

6.0 **EXHIBITS**

6.1 Building Access Request Processing Flow Chart (separate document and attached)

6.2 Room Access Request Processing Flow Chart (separate document and attached)

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7.0   REFERENCES

7.1   Supporting Policy: D0684-E-0002 Building Access and Key Control Policy

7.2   Work Instructions: None.

EXHIBIT 6.1 BUILDING ACCESS
FLOW CHART

LEGEND	
🟥	REQUESTOR (CUSTOMER)
🟨	ACCESS PROCESSING ASSOCIATE (APA)
🟩	SPONSOR (APPROVER)
🟦	KEY CARD CONTROL CENTER (MAINTAINER)

START

REQUESTOR
DECLARE NEED FOR ACCESS
REQUESTOR NEEDS BLDG ACCESS AND/OR KEY.
ASSIGNMENT PROCESS BEGINS BY IDENTFYING
SPONSOR OF REQUESTOR AND ACCESS DETAILS

APA
CLARIFY CLASSIFICATION
DETERMINE IF THE REQUESTOR IS AN
UNDERGRADUATE, A VISITOR, OR A
PERMANENT FACULTY / STAFF / RESEARCHER

BUILDING ACCESS REQUEST FORM

WHITE	BUFF	GREEN
UGRAD	VISITOR	FAC/STAFF

SPONSOR / REQUESTOR
PREPARE REQUEST FORM
BASED ON CLASSIFICATION, COMPLETE THE
APPROPR. FORM INCL. SPONSOR SIGNATURES
AND SUBMIT TO ACCESS PROCESSING ASSOCIATE

NOTE: 100% ACCURACY IS CRITICAL IN THIS STEP

REQUESTOR
CHECK DOCUMENT
VERIFY ALL IDENTIFICATION NUMBERS ARE
CORRECTLY MATCHED BETWEEN FORM AND ID
VERIFY ALL ROOMS FOR ACCESS ARE LISTED

REQUESTOR
SUBMIT FORM
WHEN DOCUMENT IS COMPLETE, AND CHECKED
REQUESTOR WILL SUBMIT THE FORM TO THE
DEPARTMENTS ACCESS PROCESSING ASSOCIATE

APA
FORWARD INFO TO KCCC
ACCESS PROCESSING ASSOCIATE WILL FORWARD
NAME AND ID NUMBERS TO KCCC FOR ENTRY
INTO THE BUILDING ACCESS CONTROL DATABASE

KCCC
KCCC TO PROGRAM ACCESS
KCCC PROGRAMS THE BuckID NUMBER AND
REQUESTOR'S NAME INTO THE BUILDING ACCESS
DATABASE FOR SWIPE CARD ACCESS TO BE ON

END

EXHIBIT 6.2 ROOM ACCESS / KEY REQUEST FLOW CHART

START

END

DECLARE NEED FOR ACCESS
(REQUESTOR)
REQUESTOR NEEDS BLDG ACCESS AND/OR KEY. ASSIGNMENT PROCESS BEGINS BY IDENTIFYING SPONSOR OF REQUESTOR AND ACCESS DETAILS

CLARIFY CLASSIFICATION
(APA)
DETERMINE IF THE REQUESTOR IS AN UNDERGRADUATE, A VISITOR, OR A PERMANENT FACULTY / STAFF / RESEARCHER

BUILDING ACCESS REQUEST FORM
WHITE — UGRAD
BUFF — VISITOR
GREEN — FAC/STAFF

PREPARE REQUEST FORM
(SPONSOR / REQUESTOR)
BASED ON CLASSIFICATION, COMPLETE THE APPROPR. FORM INCL. SPONSOR SIGNATURES AND SUBMIT TO ACCESS PROCESSING ASSOCIATE

NOTE: 100% ACCURACY IS CRITICAL IN THIS STEP

CHECK DOCUMENT
(REQUESTOR)
VERIFY ALL IDENTIFICATION NUMBERS ARE CORRECTLY MATCHED BETWEEN FORM AND ID VERIFY ALL ROOMS FOR ACCESS ARE LISTED

SUBMIT FORM
(REQUESTOR)
WHEN DOCUMENT IS COMPLETE, AND CHECKED REQUESTOR WILL SUBMIT THE FORM TO THE DEPARTMENTS ACCESS PROCESSING ASSOCIATE

DETERMINE KEY TYPE
(APA)
FROM LIST OF ROOMS NEEDING ACCESS, USE THE KEY CODE TREE TO DETERMINE PROPER KEY TYPE TO SATISFY THE REQUESTED ACCESS

CHECK KEY INVENTORY
(APA)
SEARCH CURRENT ON HAND KEY INVENTORY FOR THE TYPE OF KEY NEEDED. ISSUE FROM INVENTORY OR REQUEST NEW AS REQUIRED

KEY IS IN STOCK — YES / NO

PREPARE KEY REQUEST FORM
(APA)
FILL IN THE KEY REQUEST FORM (3" X 5") AS A TRANSFER IF KEY IS IN STOCK. FORWARD TO KCCC FOR REASSIGNMENT TO REQUESTOR

PREPARE KEY REQUEST FORM
(APA)
FILL IN THE KEY REQUEST FORM (3" X 5") FORWARD TO KCCC/LOCK SHOP FOR OBTAINING KEY (NO ON-HAND INVENTORY)

CUT NEW BRASS KEY
(KCCC)
LOCK SHOP TO PREPARE NEW KEY IN ACCORDANCE WITH INSTRUCTIONS GIVEN ON THE KEY REQUEST FROM

RECEIVE BRASS KEY
(APA / KCCC)
LOCK SHOP TO NOTIFY APA WHEN KEY IS READY FOR PICK-UP. APA (OR DELEGATE) GOES TO LOCK SHOP AND RECEIVES KEY

OBTAIN SIGNATURE
(REQUESTOR / APA)
REQUESTOR TO APPLY SIGNATURE TO THE KEY REQUEST FORM PRIOR TO ISSUANCE OF KEY TO INSURE TRACEABILITY OF ASSIGNMENT

ISSUE KEY
(REQUESTOR / APA)
ACCESS PROCESSING ASSOCIATE ISSUES KEY TO REQUESTOR AFTER ALL PROCESSING STEPS ARE COMPLETED. WRITE S/N OF KEY ON THE FORM

SEND FORM TO KCCC
(APA)
ONCE THE KEY IS ISSUED, THE KEY REQUEST FORM (MULTI-SHEET) IS FORWARDED TO KCCC FOR FINAL REGISTRATION AT KCCC DATABASE

RECEIVE FORM BACK
(APA / KCCC)
KCCC RETURNS THE PINK COPY OF THE MULTISHEET KEY REQUEST FORM BACK TO THE DEPARTMENT FOR LOCAL RECORD KEEPING