

Policy Addition Regarding 'Blue Lock'
Or 'Day Key Only' Work Requests

I. Terms

For the purpose of this section the terms 'Blue Lock' or 'Day Key Only' (DKO) will be defined as cylinders or cores that are keyed to the Campus Key System GGMK and a Day Key; or in the case of the Medical Center the GGMK, the GGGMK and a Day Key. The term 'Enhanced Security' will include but not be limited to intrusion detection, remote monitoring and electronic access control.

Specific keying information will be retained by the Key Shop.

II. Blue Locks and DKO requests require the notification and authorization of the area Facilities Director and/or Facilities Vice President.

- III. Blue Locks and DKO requests which claim a high risk, Grant or Department of Homeland Security (DHS) mandate require-
- i. Specific high risk, Grant or DHS documentation in support of the request.
 - ii. Verification from the requestor that a university approved project manager or security official has confirmed the security plan for the space(s).
 - iii. A written explanation why internal security options within the space are insufficient to meet the requirement- including but not limited to high security file cabinet locks; file/data safes; audit trail capable locks; etc.
 - iv. At least two personnel contacts available 24/7 to respond in case access is required by Facilities or Campus Safety. Liability for damage resulting from access delay to be assumed fully by the department requesting the Blue Lock.

IV. Limitations of Blue Locks and DKO keying

Blue Locks and DKO cylinders retain all of the same security vulnerabilities as any other mechanical lock. The only affect they produce is to remove Facilities and Campus Safety from emergency access to the space(s); they are an augment, but not an alternative, to an Enhanced Security requirement.