



## Explanation of Changes

You may be aware of the ongoing changes in the management of campus keys; we'd like to provide a brief summary of the reasons for the new key system and some of the practical changes in how keys are supported.

Among the many reasons for changes that are occurring, they are mainly the result of a Risk Management review which determined a significant amount of UK Loss could be attributed to key management issues. Shortly after this review a campus wide commission made several recommendations toward establishing a new process for key control.

It was found the most economical and secure method for managing keys is through a departmentally controlled key inventory. This gives departments' direct responsibility and accountability for their employees' keys to their respective facilities. Hence, this provides the most efficient and secure management system.

Room keys and a storage medium (key box) will be provided to the department gratis from the Key Shop. A surplus of keys will also be given to the department allowing for potential growth.

Once the key inventory is in place and handed over to the department then the keys the department needs are on-site and ready for deployment.

Employees who previously acquired keys by the deposit method will receive a refund upon separation from that department and/or the university; however the keys themselves will remain associated to the department and managed through their area.

Routine procedures such as broken keys and lock repair will not be charged to the department. Renovation and new construction will be handled as already established by the Maintenance Plant.

In reality a version of this process has already been on campus for decades, in the tradition of staff and faculty receiving their area keys from a predecessor. The new process merely recognizes and formalizes an already established practice.

Charges under the new process will be minimal. Whereas the previous method relied heavily on the General Fund; the new system is more equitable in associating cost with departmental usage. Properly managed the new keys system will be basically cost free after the installation of the key box and inventory; poorly managed areas will incur a *de facto* financial penalty in the continual purchase of replacement keys and/or new locks.

Simply put a department should rarely incur any charges for keys when properly managed; and additional keys can easily be purchased as needed.

The principal question we receive in the Key Shop on the new billing is what makes a UK Key different from the common house key?

### **Commons Key**

- Common keys are not part of a secure, hierarchical system.
- Common keys can be reproduced by anyone.
- Commons keys would not allow Maintenance, Custodial or Safety staff the access they need to accomplish their mission.
- Common keys do not meet the GAO requirements for federally funded Research Facilities.
- Common keys over the long run are more expensive- requiring new locks and keys with each new occupant.
- Common keys include a profit margin for the producer.
- No record of key distribution possible due to the open nature of the key type.
- Common keys are made often of an inferior material.

### **UK Key**

- UK keys are part of an integrated hierarchical system covering over 200 UK buildings and properties across 728 acres.
- UK key systems used by UK are proprietary- making them more secure.
- Duplication of a UK key is a crime punishable by law. **KRS 164.377**
- UK keys meet federally set standards for Research facilities.
- UK keys support the missions of our Facilities and Life Safety staff.
- UK keys reflect only the cost of the material and labor.
- UK keys are a high solid, high-grade brass.

Below are links to the start-up documents to receive a departmental key inventory. If you would like to move your department up on the schedule roster- please send an Email to [keyshopservices-L@lsv.uky.edu](mailto:keyshopservices-L@lsv.uky.edu).

Please click on the Key Shop symbol to advance to the regular Key Shop site.