

Monash University Policy

Policy Title	Key Policy
Date Effective	08-September-2014
Review Date	08-September-2014
Policy Owner	Executive Director, Buildings and Property Division
Category	Operational
Version Number	2.0
Content Enquiries	F-SPolicy@monash.edu
Scope	All facility keys, including keys for all doors and all gates, as well as for cabinets or safes which were originally keyed through the university's Buildings and Property Division, on the premises of: Monash University at the university's Australian campuses and off-campus facilities; and Monash College Pty Ltd business units at the university's Australian campuses.
Purpose	To prescribe the control, use and possession of keys at Monash University facilities in order to ensure an appropriate level of accessibility, security and protection is afforded to university staff and students, assets, property and facilities.
POLICY STATEMENT	

The university's Buildings and Property Division is responsible for promoting the uniformity and compatibility of keys used at Monash University Australian campuses and facilities, and for the maintenance of central key records.

Any university key equipment (including key, lock and door furniture) intended to be installed or used at any university-owned or university-occupied facility must be of a type approved and specified for the particular application by the Monash University Buildings and Property Division. To ensure compliance with applicable fire and building safety codes, non-university-approved mechanical or electronic locks, keys or access control equipment must not be used.

Fabrication (including duplication) of Monash University keys must be performed or facilitated by the university's Buildings and Property Division. Locks must not be altered, replaced or refitted without prior permission of Buildings and Property Division.

Any unauthorised fabrication, duplication, issuing, possession, or use of university keys at any premises owned or occupied by Monash University is strictly prohibited.

University keys are and remain the property of Monash University and as such may be recovered at any time.

The issue and use of any university key must be strictly in accordance with the accompanying Key Procedures.

External access to campus facilities is the responsibility of and controlled by Facilities and Services Division. A university faculty, department or unit that has been assigned space within a building or area of enclosed property shall be responsible for the management and control of keys to those areas. A faculty, department or

unit assigned tenancy to any space is responsible for approving internal access within that space. An authorised person must be appointed by the appropriate faculty, department or unit head as faculty/department/unit- access coordinator.

Supporting Procedures	Key Procedures	
Responsibility for implementation	Executive Director, Buildings and Property Division	
Status	<i>Revised</i>	
Approval Body	<p>Academic Quality and Standards policies</p> <p>Name:</p> <p>Meeting:</p> <p>Date:</p> <p>Agenda item:</p>	<p>Operational policies</p> <p>Name: Chief Operating Officer and Senior Vice-President (Administration)</p> <p>Date: 08-September-2014</p>
Endorsement Body	<p>Academic Quality and Standards policies</p> <p>Name:</p> <p>Meeting:</p> <p>Date:</p> <p>Agenda item:</p>	<p>Operational policies</p> <p>Name: Facilities and Services Divisional Executive Group</p> <p>Date: 29-April-2014</p>
Definitions	<p>Access Coordinator: A staff member in a given department or faculty who has been delegated the authority by their dean or department head to grant, deny or revoke access privileges to Controlled Areas for which the faculty or department is directly responsible.</p> <p>Campus Security Offices: The main security office at or responsible for a university campus or other location.</p> <p>Campus Security Representative: The person/s delegated the responsibility for security on campus by the university (including authorised contractor).</p> <p>Campus Security Supervisor: A person appointed to the role by the university.</p> <p>Campus Services Manager: A person appointed to the role in Buildings and Property Division by the university.</p> <p>Contractor: An external services provider engaged by the university.</p> <p>Contractor Key Issue Register: Approved document recording the authorised issue and return of keys to external contractors/consultants.</p> <p>Controlled Area: Any area or space on campus to which general or public access is not available at that time, and this may be characterised by signs, locked doors, fences, boom-gates, sentinel tape, or be defined by the instruction of a Campus Security Officer or designated member of staff.</p> <p>Dean, Head of Department, Vice-chancellor, Deputy Vice-chancellor, Executive Director Facilities and Services, Executive Director ITS: A person appointed to the named role by the university.</p> <p>Electronic Remote Work Order: Electronically lodged maintenance request record to Facilities and Services.</p> <p>Facilities and Services Representative: A person appointed to the role by the university.</p> <p>Faculty/Department/Unit Access Coordinator: A staff member in a given department or faculty who has been delegated the authority by their Dean or</p>	

	<p>department head to grant deny or revoke access privileges to Controlled Areas for which the faculty or department is directly responsible.</p> <p>Key Holder: A person to whom a key has been issued.</p> <p>Key Issue Register: Buildings and Property Division approved document recording the movement (issue/return) of university keys.</p> <p>Key Requisition Form: Buildings and Property Division approved document used for requesting the issue of key/s.</p> <p>Security Representative: A person/s delegated the responsibility for security by the university (including authorised contractor).</p> <p>University Security Advisory Office: Office of the University Security Manager.</p> <p>University Security Manager: Person appointed by the university.</p>
Legislation Mandating Compliance	
Related Policies	Access to Controlled Areas Policy
Related Documents	