



Access Control for University Buildings and Facilities # 520.020

INITIAL EFFECTIVE DATE: January 1, 2017	LAST REVISION DATE: March 1, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of Finance and Administration/ Facilities Management Department
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POLICY STATEMENT

The University will provide access to University facilities while striving for physical security for all occupants and property. The safety and security of the University’s physical facilities and assets is a shared responsibility of all members of the University community.

SCOPE

This policy applies to all FIU-owned campuses and facilities located on the Modesto Maidique Campus (MMC) including the Engineering Center (EC), Biscayne Bay Campus (BBC), Wolfsonian Museum and leased facilities where the University has installed physical key or electronic access control systems. Examples of facilities that currently fall outside the scope of this policy include the Jewish Museum of Florida-FIU, the Miami Beach Urban Studio (MBUS), and FIU@ I75.

The policy does not apply to any FIU building which operates its own independent access system provided that Facilities Management Department (FMD) has approved the use of the system. An example is Student Housing.

This policy applies to all FIU faculty, staff, and students. It also applies to all commercial partners, vendors, contractors, consultants, and all other personnel with authorized access to FIU facilities.

REASON FOR POLICY

This policy seeks to achieve the following objectives:

1. Establish effective building security for occupants and property while balancing the ease and convenience of access by employing access control systems.
2. Establish and maintain the integrity and accountability for all access control systems.



- 3. Establish systems that provide appropriate access to authorized persons to conduct University activity.
- 4. Establish systems that provide unrestricted access for University Police and select maintenance personnel to all campus areas for reasons of security, safety and health.

DEFINITIONS	
TERM	DEFINITIONS
Access Control Systems	Refers to both Electronic Card Access and or Physical Key Access systems.
Access Manager	Refers to the individual or individuals assigned the responsibility to manage, grant or deny access to a specific room, facility or location. Identification of the Access Manager is based on FAMIS data cross-referenced with PantherSoft department data. The Access Manager may or may not relate directly to the HR hierarchy of the person requesting access. The Access Manager may delegate authority to up to three (3) individuals to perform the Access Manager functions.
Electronic Access System	Refers to the electronic system which may be on-line or stand-alone that uses the FIU One Card ID.
Physical Key Access System	Refers to the system that uses the traditional metal hard key on doors with or without electronic hardware.
Electronic Access Software	The software or other system used by the Access Manager to assign facility access.
FIU One Card ID	Refers to the official FIU identification card that is used for electronic access.
Key/Access Levels	The following sets forth the various levels for keys and/or access.
Individual Key	Provides access to a room/office within an individual building. Authorization for this key is granted by the Supervisor and designated Access Manager.
Padlock Key	Provides access to individual or departmental padlocks. Authorization for this key is granted by the Supervisor.
Building Entry Key	Provides access to main entry or stairwells to a building. Authorization for this key is granted by the Supervisor and Department Head for their respective spaces.
Department Key	Provides access to a group of rooms within a department or building. Authorization for this key is granted by the Supervisor and Department Head for their respective spaces.
Telecommunications Key	Provides access to all telecommunications rooms. Authorization for this key is granted by the Supervisor and Vice President-IT/CIO.



Maintenance Key	Provides access to all maintenance areas, such as mechanical, electrical, and/or custodial areas. Authorization for this key is granted by the Supervisor and FMD Associate Vice President (FMD AVP) or FMD Operations Director.
Building Master Key	Provides access to all spaces within an individual building, excluding telecommunications or maintenance areas. A maximum of 3 building masters is allowed, unless approved by exception, as described in the procedures. Authorization for this key is granted by the Supervisor, the Department Head and Senior Associate Athletics Director, Dean, Chief Financial Officer, Provost, Athletics Director, or Chief of Staff to the President; for their respective spaces.
Great Grand Master Key (GGMK)	Provides total access to all buildings within a particular campus. Authorization for this key is granted by the Supervisor, the FMD AVP or Operations Executive Director, and CFO. Issuance [of the Great Grand Mater Key (GGMK)] is typically restricted to Police Department and maintenance personnel in Key Control. In-depth criminal checks including fingerprinting through the Florida Department of Law Enforcement (FDLE) is required.
Electronic Access	Provides access to any area that is part of the Electronic Access System using the Electronic Access Software. Certain departments have been delegated authority to manage the assigning of the access to their corresponding areas. Authorization of the access is granted by the Supervisor and designated Access Manager.

ROLES AND RESPONSIBILITIES

1. The FIU Police Department (FIUPD) is responsible for overall campus security.
2. FMD is responsible for the overall management of the University access systems and has the lead role in implementing this policy and procedures.
3. Individual key holders are responsible for safekeeping and eventual return of keys issued to them. An individual key holder is responsible for reporting any lost or damaged key; and is responsible for paying any replacement charge for any lost key or damaged key. Lost or stolen keys will not be replaced until a report has been filed with FIUPD.
4. Individuals are also responsible for using access, whether by physical or electronic device, in the manner intended when authorized access.



RELATED RESOURCES

Procedure #520.020a - Access Controls for University Buildings and Facilities
Key request online process [HTTPS://MYFACILITIES.FIU.EDU](https://myfacilities.fiu.edu)

CONTACTS

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HISTORY

Initial Effective Date: January 1, 2017
Review Dates (*review performed, no updates*): N/A
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Access Controls for University Buildings and Facilities # 520.020a

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
January 1, 2017	March 1, 2021	Office of Finance and Administration/ Facilities Management Department

PROCEDURE STATEMENT

The Facilities Management Department (FMD) is the central point for the issuance, maintenance and secured storage of all types of software, hardware and access mechanisms used on interior and exterior doorways for all campus buildings and facilities. FMD will maintain strict control of key systems to include key duplication and distribution, and will maintain a recorded chain of accountability for all granted access and keys issued. The Student Housing Department is the exception to this policy and procedure and has its own system for access control.

The intent of this procedure is to balance ease of access and convenience with the need for security, safety and accountability. This will create a fully automated online system. This procedure applies only to the request and authorization of physical hard keys. Follow-on phases of this procedure will address key inventories and the electronic access system.

The Access Control for University Buildings and Facilities policy applies to all FIU-owned campuses and facilities located on the Modesto Maidique Campus (MMC) including the Engineering Center (EC), Biscayne Bay Campus (BBC), Wolfsonian Museum and leased facilities where the University has installed physical key and/or electronic access control systems. Examples of facilities that currently fall outside the scope of this procedure include the Jewish Museum of Florida-FIU, the Miami Beach Urban Studio (MBUS), and FIU@ I75.

The procedure does not apply to any FIU building which operates its own independent access system provided that Facilities Management Department (FMD) has approved the use of the system. An example is the Student Housing Department.

This procedure applies to all FIU faculty, staff, and students. It also applies to all commercial partners, vendors, contractors, consultants, and all other personnel with authorized access to FIU facilities.

Please see the FIU Access Control For University Buildings and Facilities Policy in the FIU policy library at

<https://policies.fiu.edu/policy/816>

GENERAL

FMD is responsible for the management of the University access control systems in all non-housing areas. The University has two (2) access control systems: the Physical Key Access system and the Electronic Card Access system. This responsibility includes controlling the production, storage, and issuance of keys; the replacement or rekeying of lock cylinders; the acquisition of new access control systems; the maintenance of accurate records; and cataloging of adherence to key system authorizations. All locks and keys must be approved by Facilities Key Control Department before installation. The electronic card access control systems shall use the FIU One Card.

The FIU Police Department is responsible for overall campus security. Any deviation from established security policies and practices must be submitted to the FIU Police Department in writing for approval.

This procedure statement applies to the physical key system. It will be updated to address the electronic access system at a later date.

I. PHYSICAL KEY ACCESS SYSTEM

A. Key Policy Basics

FIU Police must have unrestricted access to all campus areas for safety, security and health reasons, through the establishment and maintenance of a master keying system. Any request for keying off the master system must be submitted in writing, with justification to the Chief Financial Officer (CFO).

All employees of Florida International University will be assured access to their workspace. In all situations, keys will be issued directly to employees. As key holders, individuals will assume responsibility for safekeeping and proper return of university keys. Any request for key duplications must be submitted to, coordinated and performed by the FIU Key Control Department. Any other method of duplication is prohibited.

Keys will not be issued to students or student employees, except as provided for in the key procedure. A Dean, Director, or Department Head may authorize temporary key access to a student employee within a department, and will assume responsibility for its use.

Stolen or lost keys will not be replaced until a report has been filed with the FIU Police.

Lost keys will not be replaced until lost key report has been completed through the electronic key control system.

B. Who can request a Physical Key?

All Faculty and Staff who are registered in the HR system and have a MyAccounts username and password can request key access through the MyFacilities portal (<https://myfacilities.fiu.edu>). This includes students who are working on campus and listed in the HR system.

Non-Employee Students:

Students who are enrolled and not part of the HR system can also request a physical key via the MyFacilities portal but they must select an existing Faculty/Staff Sponsor who can provide approval for the request. The sponsor will also have to provide an expiration date for the key. Students are also only allowed to request an Individual type of key.

C. Key Types

1. Individual Key: Provides access to a room/office within an individual building. Authorization for this key is granted by the Department Head or Supervisor and Access Manager.
2. Padlock Key: Key that is issued for a padlock that is used to secure objects such as a gate. Authorization for this key is granted by a Supervisor.
3. Department Key: Provides access to a group of rooms within a department or building. Authorization for this key is granted by the Department Head and Dean, or Associate Athletics Director.
4. Telecommunications Key: Provides access to all telecommunications rooms. Authorization for this key is granted by the Vice President Internet Technology/Chief Information Officer.
5. Maintenance Key: Provides access to all maintenance areas, such as mechanical, electrical, custodial. Authorization for this key is granted by FMD Associate Vice President or FMD Operations Executive Director.
6. Building Entrance Key: Key that provides access to the entry doors of a building such as a stairwell or front/back doors. Authorization for this key is granted by a Supervisor and Department Head.
7. Building Master Key: Provides access to almost all spaces within an individual building. There will be a maximum of three (3) building masters allowed. Authorization for this key is granted by the Associate Athletics Director, Dean, CFO, Provost, Athletics Director, or Chief of Staff to the President.
8. Great Grand Master Key: A key(s) that provides total access to all buildings within a particular system on campus.

Authorization for this key is granted by the FMD Associate Vice president or Operations Executive Director, and Chief Financial Officer. Issuance is typically restricted to Police Department and maintenance personnel in Key Control. To be issued this key, the person must conform to the background checks required in the University Background Check policy. <https://policies.fiu.edu/files/76.pdf>

D. Who can approve a key?

Access Manager

The Access Manager role was created to properly identify who grants or denies access to a space or location only. The Access Manager is derived by the department that is assigned to the space and may or may not directly relate to the HR hierarchy of the person requesting the key.

The Access Manager is one of two (2) authorities that have input to approve/deny an individual key request. First is the HR supervisor who is responsible for the person requesting the key and the second is the Access Manager who is responsible for the space. The two authorities may or may not be the same person and might also not agree but both need to be informed and provide consent.

How is the Access Manager assignment determined?

1. Academic Space Management Department will identify which department resides in each space. The University uses the FAMIS system to track each space. For each space the system has a department ID that is assigned which is used for the purpose of identifying occupancy and space management.
2. In order to determine which person to assign as a default, the department ID is then matched to the HR Department Manager. The HR Department Manager becomes the default Access Manager.
3. A delegation module has been created in the MyFacilities portal that would allow the default Access Manager to delegate this authority to a maximum of three (3) people per space. This delegation is available in the menu to the default HR Department Manager for the space.

HR Supervisor The person designated by Human Resources as the supervisor of the person requesting access. This supervisor role will be delegated only when HR has changed the employee status to Leave. The system will automatically replace the current HR supervisor with the next level up supervisor.

HR Department Head (also referred to as the Department Manager)

The person designated by Human Resources as the person in charge of a Department ID. This role can be delegated as a substitution. A delegation module

has been created in the MyFacilities portal and will be available in the menu to those persons listed as an HR Department Manager.

HR Business Unit

The person designated by Human Resources in charge of a Business Unit.

Custom Approvers

These are approvers that have been designated by the type of key and do not necessarily follow the HR or Access Manager models. They are listed below:

Maintenance Key - Associate Vice President for Facilities and Executive Director of Facilities

Telecommunications Key - Chief Information Officer and Vice President Division of IT

Building Master Key - depending on the relationship to the requestor, authorization for this key is granted by the Associate

Athletics Director, College Dean, Chief Financial Officer, Provost, or Chief of Staff to the President.

Great Grand Master Key -- Authorization for this key is granted by the FMD Associate Vice President or Operations Executive Director, and Chief Financial Officer.

E. Workflows (For detail diagrams of work flows see Appendix A)

1. Workflow # 1 Individual Key Request: HR Supervisor + Access Manager
2. Workflow # 2 Padlock Key Request: HR Supervisor Approval
3. Workflow # 3 Department Key Request: HR Supervisor + HR Department Manager
4. Workflow # 4 Maintenance Key Request: HR Supervisor + Facilities AVP/ Executive Director
5. Workflow # 5 Telecommunications Key Request: HR Supervisor + Vice President/CIO Division of IT Approval
6. Workflow # 6 Building Entry Key Request: HR Supervisor + HR Department Manager
7. Workflow # 7 Building Master Key Request: HR Supervisor + HR Department Manager + Provost or CFO or Athletics Director or Chief of Staff for President
8. Workflow # 8 Great Grand Master Key Request: HR Supervisor + HR Department Manager + CFO
9. Workflow # 9 New Employee Key Request: Supervisor + Access Manager
10. Workflow # 10 Contractor Key Request: Supervisor + Access Manager
11. Workflow # 11 Student Key Request: Sponsor + Supervisor + Access Manager

F. How do I request a Key?

Using the MyFacilities Portal at <https://myfacilities.fiu.edu>. The Portal is web based and accessible within FIU's wired, wireless or VPN networks.

Key features of the electronic process:

1. No paper or wet signature is required.
2. The approval process is electronic.
3. Status updates will be provided via email to the requestor and approvers during each step of the process.
4. Requestor will be notified via email when the key is ready for pickup versus going to Key Control to wait for the key to be made.

G. Outside Contractors & Loaner Keys

Any outside contractor that is providing continuing service to the University and is requesting a physical key needs to enroll in the Human Resources Person of Interest (HR POI) process in order to obtain a Panther ID. Once they have received a Panther ID they will need use the MyFacilities Portal to request a key.

During the POI enrollment process the FIU employee that is managing the contractor will be listed as the HR supervisor and will be part of the approval workflow. The POI process is valid for one year and then the requestor will receive a reminder to re-enroll in the POI program.

Approval workflow will be very similar to the Individual key in that it will require both a HR Supervisor and Access Manager to approve the request. The only exception is that the HR Supervisor will be responsible for entering an expiration date.

H. CHARGEABLE/NON-CHARGEABLE KEY TRANSACTIONS

1. Original keys issued to an employee are not chargeable.
2. Worn keys will be replaced at no charge. Original keys must be returned to the Facilities Key Department prior to providing new keys.
3. Replacement of stolen/lost keys or failure to return assigned keys will result in charges to the employee, or the Department employing the person identified as the responsible person for the key. Human resources will withhold final payment until payments are satisfied using the employee debt repayment procedure set forth in FIU-111 Employee Debt Collection regulation.
4. Facilities has set the following replacement costs for the different key types:

Individual Key	\$ 50
Department Master	\$ 250

Maintenance Master Key	\$ 500
Building Master Key	\$ 500
Great Grand Master Key	\$ 750

5. Lock changes or rekeying required to maintain building security after lost or stolen key incidents are chargeable work orders. Budget transfers would be required prior to ordering materials. The Building Supervisor, Dean, Department Head, Director will notify the Facilities Work Management Center to have their locks rekeyed and security reestablished. The AVP of Facilities or Executive Director may request rekeying to expedite and prevent security breaches.
6. Deans, Directors, Department Heads acknowledge keys issued to their units and lost or not returned could result in a charge to their department to restore security.

I. KEY ISSUANCE

1. All University employees will be issued keys needed to access office and or work areas.
2. All key requests must be made using the MyFacilities portal located at [HTTPS://MYFACILITIES.FIU.EDU](https://myfacilities.fiu.edu).
The requestor will be asked to agree to terms and conditions of use applicable to whether the requestor is a non- employee student, employee, or a HR POI.
3. Facilities Key Control Department will maintain access and issuance data in both the Physical Key Access Software and Electronic Card Access Software.
4. The person being assigned a key must pick up the key in person.
5. All keys must be picked up from the Facilities Key Shop within (30) days or the request is void and a new request will need to be submitted before a key can be issued.

J. KEY RETURN

University keys are returned when employees terminate employment, retire, resign, transfer departments, or change room assignments. Keys must be returned to the Key Control Department. Employee must complete the Separation Transfer Clearance Form available from the Human Resource Department.

K. RECORD KEEPING

Facilities will keep records of all keys or access issued in the Physical Key Access System as well as the Electronic Card Access System.

L. AUDIT

Facilities Key Control Department will periodically perform physical inventories of keys, including lock boxes. Keys found missing at that time will be subject to charges as listed in

section I. Facilities Key Control Department will perform a physical inventory of Great Grand Master Keys every six (6) months. Other keys on a yearly basis or as deemed necessary.

M. NON-UNIVERSITY LOCKS

No lock of any kind may be installed on a University building or property without prior written approval of the Facilities Key Control Department. Locks installed without prior written approval will be removed at the Department's expense.

N. Key Rings

Key Ring Overview:

- Key Rings will be used for Master type keys (Building Master Keys, Maintenance Master Key, Telecommunication Master Key & GGМК) only. No mixing of non-Master (Individual Key, Padlock Key, Department Key, and Building Entrance Key) keys on a key ring.
- The keys in a key ring will continue to be secured via the key ring hub (i.e. security hub). The hub has a unique serialized number stamp that will serve to identify and track the key ring.
- The hub number will be documented on the key request portion when Key Control creates the key ring and will also be entered in the key database to track the key ring and associated keys.
- The key database will maintain the detailed record of which keys are assigned to the key ring.

Authorized Departments:

1. FIU Police
 - a) Police Officer Key Ring
 - i. All Great Grand Master Keys (GGМК) and certain Building Master Key.
 - b) Police Security Technician (PST) Key Ring
 - ii. Certain Building Master Keys
2. Facilities
 - a) Key Control Ring
 - i. All GGМК's and certain Building Master Keys
 - b) Custodial Key Ring.
 - i. Certain Building Master Keys
 - c) Maintenance Key Ring
 - i. Maintenance Master Key
3. Environmental Health & Safety (EH&S)

- a) Environmental Health & Safety Key Ring
 - i. All building Master Keys
 - ii. Telecom Master Key
 - iii. Maintenance Master key
- 4. Academic Space Management (ASM)
 - a) ASM Key Ring
 - i. All Building Master Keys

Key Request:

- Requestors that belong to the above departments will be the only requestors that will have the option to select the appropriate key ring. No other departments can request a key ring.
- For the following departments, requestor will need to select Campus and Building.
 - o Custodial
 - o EH&S
 - o ASM
- For the FIU Police, requestor will need to select the type of key rings below
 - o Police Officer Key Ring or PSA/PST Key Ring

Broken Key:

- If a key is broken, a new key will be issued with a new dash number on the key tag and the broken key will be issued a status of broken in the key database.
- The Key Control Department will cut the new key and will add it to the existing key ring.
- During the process of adding the new key to the ring, a new hub will be assigned and the new hub number and new key tag numbers will be updated in the key database.
- This process should avoid the Key Control Department from having to keep all the broken keys in a box since the Database will serve as an audit record. After this process the broken keys can be destroyed and disposed of.

II. ELECTRONIC CARD ACCESS CONTROL SYSTEM (This procedure statement will be updated to address the electronic access system at a later date.)

RESPONSIBILITIES

This policy and procedure is applicable to all faculty, staff and students of the University who have responsibility of abiding to it in its entirety. FIU Police must have unrestricted access to all campus areas for safety, security and health reasons. All employees of Florida International University will be assured access to their workspace. In all situations, keys will be issued

directly to employees. As key holders, individuals will assume responsibility for safekeeping and proper return of university keys.

Key holders will be required to accept and agree to the terms and conditions identified in the electronic key request form as shown below.

TERMS & CONDITIONS FOR EMPLOYEES AND STUDENT EMPLOYEES

As a key holder, I accept and understand that I am personally responsible and accountable for all University keys issued to me.

I accept and acknowledge that University keys may not be exchanged or loaned unless they are managed in an approved electronic key box as outlined in the University Procedure.

I understand and agree that, in the event the key(s) are lost or stolen, I am required to file a police report with the FIU Police Department within 24 hours of my learning that they are lost or stolen. I acknowledge and agree that I will be charged a replacement fee for any lost or stolen key(s), dependent on the findings of the police report:

- \$50 Individual Key;
- \$250 Department Master Key;
- \$500 Maintenance Master Key;
- \$500 Building Master Key;
- \$750 Great Grand Master Key.

In the event that the FIU Police Department determines that the key(s) are lost, I agree to pay the amount due to FIU Cashier within seven (7) business days of the determination, or I authorize the deduction from my paycheck the amount associated with the lost key(s) as described above in accordance with the procedures set forth in FIU Regulation 1111 Employee Debt Collection.

I understand and agree that all damaged keys must be returned to Key Control for replacement at no charge. I understand and accept that it is my responsibility to return all key(s) to Key Control at the time of transfer to another department or my separation of employment. I understand and agree that failure to return an assigned key at the time of my separation of employment will result in a charge to me as a debt to FIU. (If I am a student employee, I acknowledge that the FIU Regulation 1111 Employee Debt Collection applies to me because of my employment status.) I understand and agree, that pursuant to FIU Regulation 1111 Employee Debt Collection, FIU will deduct the entire amount of the debt (up to the amount permitted by applicable law) from my last paycheck, and that if the amount is insufficient, FIU is authorized to deduct the remaining amount of the debt from my accrued, unused vacation leave.

- I have read and agree to these Terms & Conditions. I have also read, understood, and agree to abide by the University Policy and Procedure on Access Control and the FIU Regulation 1111 Employee Debt Collection.

Hyperlinks:

- University Policy: <https://policies.fiu.edu/policy/816>
- Employee Debt Collection <https://regulations.fiu.edu/regulation>

TERMS & CONDITIONS FOR A VOLUNTEER OR PERSON OF INTEREST

As a key holder, I accept and understand that I am personally responsible and accountable for all

University keys issued to me.

I accept and acknowledge that University keys may not be exchanged or loaned unless they are managed in an approved electronic key box as outlined in the University Procedure.

I understand and agree that, in the event the key(s) are lost or stolen, I am required to file a police report with the FIU Police Department within 24 hours of my learning that they are lost or stolen. I acknowledge and agree that I will be charged a replacement fee for any lost or stolen key(s), dependent on the findings of the police report:

\$50 Individual Key;

\$250 Department Master Key;

\$500 Maintenance Master Key;

\$500 Building Master Key;

\$750 Great Grand Master Key.

In the event that the FIU Police Department determines that the key(s) are lost, I agree to pay the amount due to FIU Cashier within seven (7) business days of the determination. If I am providing services to Florida International University (FIU) as a third party, I understand that failure to pay this debt within the stated period will result in FIU notifying my employer and requesting that my employer to pay the debt. If I am volunteering for FIU, failure to pay this debt within the stated period may result in the termination of my relationship with FIU or the modification of my assignment with FIU.

I understand and agree that all damaged keys must be returned to Key Control for replacement at no charge.

I understand and agree that failure to return an assigned key when I am no longer serving as a volunteer or providing services to FIU as a third party will result in a charge to me as a debt

to FIU. I agree to repay the debt to FIU within five (5) business days from the last date that I provided services to FIU. I acknowledge that, in the event that the debt is not repaid to FIU within that period, FIU will take steps to recover it including but not limited to turning the account over to collections which may result in the debt be increased due to attorney's fees.

- o I have read and agree to these Terms & Conditions. I have also read, understood, and agree to abide by the University Policy and Procedure on Access Control.

TERMS & CONDITIONS FOR A STUDENT WHO IS ALSO NOT AN EMPLOYEE

I acknowledge that I am a student and do not have any employment relationship with Florida International University (FIU). As a key holder, I accept and understand that I am personally responsible and accountable for all University keys issued to me. I accept and acknowledge that University keys may not be exchanged or loaned unless they are managed in an approved electronic key box as outlined in the University Procedure.

I understand and agree that, in the event the key(s) are lost or stolen, I am required to file a police report with the FIU Police Department within 24 hours of my learning that they are lost or stolen. I acknowledge and agree that I will be charged a replacement fee for any lost or stolen key(s), dependent on the findings of the police report:

- \$50 Individual Key;
- \$250 Department Master Key;
- \$500 Maintenance Master Key;
- \$500 Building Master Key;
- \$750 Great Grand Master Key.

In the event that the FIU Police Department determines that the key(s) are lost, I agree to pay the amount due to FIU Cashier within seven (7) business days of the determination. I understand that, in the event that I fail to pay the debt within the stated period, FIU will place a hold on my account which will prevent me from registering for classes until the debt is repaid.

I understand and agree that all damaged keys must be returned to Key Control for replacement at no charge.

I understand and agree that failure to return an assigned key when I am no longer a FIU student will result in a charge to me as a debt to FIU. I agree to repay the debt to FIU within seven (7) business days from the last date that I am a FIU student if I have not otherwise paid it before this time.

- o I have read and agree to these Terms & Conditions. I have also read, understood, and agree to abide by the University Policy and Procedure on Access Control.

Hyperlink:

University Policy: <https://policies.fiu.edu/policy/816>

TERMS & CONDITIONS FOR HR LIAISON WHO IS COMPLETING A KEY REQUEST ON BEHALF ON A NEW EMPLOYEE

As the HR liaison, I am initiating a key request on behalf of a new employee. I acknowledge my responsibility to advise the new employee that he or she will have to pick up the key at Key Control. I also acknowledge that my responsibility to advise the new employee that he or she will have to accept the terms and conditions noted below before receiving the key. As a key holder, I accept and understand that I am personally responsible and accountable for all University keys issued to me. I accept and acknowledge that University keys may not be exchanged or loaned unless they are managed in an approved electronic key box as outlined in the University Procedure.

I understand and agree that, in the event the key(s) are lost or stolen, I am required to file a police report with the FIU Police Department within 24 hours of my learning that they are lost or stolen. I acknowledge and agree that I will be charged a replacement fee for any lost or stolen key(s), dependent on the findings of the police report:

- \$50 Individual Key;
- \$250 Department Master Key;
- \$500 Maintenance Master Key;
- \$500 Building Master Key;
- \$750 Great Grand Master Key.

In the event that the FIU Police Department determines that the key(s) are lost, I agree to pay the amount due to FIU Cashier within seven (7) business days of the determination, or I authorize the deduction from my paycheck the amount associated with the lost key(s) as described above in accordance with the procedures set forth in FIU Regulation 1111 Employee Debt Collection.

I understand and agree that all damaged keys must be returned to Key Control for replacement at no charge. I understand and accept that it is my responsibility to return all key(s) to Key Control at the time of transfer to another department or my separation of employment. I understand and agree that failure to return an assigned key at the time of my separation of employment will result in a charge to me as a debt to FIU. (If I am a student employee, I acknowledge that the FIU Regulation 1111 Employee Debt Collection applies to

me because of my employment status.) I understand and agree, that pursuant to FIU Regulation 1111 Employee Debt Collection, FIU will deduct the entire amount of the debt (up to the amount permitted by applicable law) from my last paycheck, and that if the amount is insufficient, FIU is authorized to deduct the remaining amount of the debt from my accrued, unused vacation leave.

- o I have read and agree to these Terms & Conditions. I have also read, understood, and agree to abide by the University Policy and Procedure on Access Control and the FIU Regulation 1111 Employee Debt Collection.

Hyperlinks

University Policy <https://policies.fiu.edu/policy/816>

Employee Debt Collection <https://regulations.fiu.edu/regulation>