

## **Northwestern State University Building/Parking Access Policy**

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The issuance of building access or parking lot access to faculty and staff is subject to the following procedures. **ANY DUPLICATION OF A UNIVERSITY KEY/FOB/ID CARD IS STRICTLY PROHIBITED.**

### **University Key/Fob Request Procedure:**

- Complete a Building/Parking Access Form and obtain signature from the Budget Unit Head. This form may be found on the Physical Plant website, under Guides & Forms. <https://www.nsula.edu/universityaffairs/physicalplant/>
- Submit the completed Building/Parking Access Form and a copy of their id (either driver's license or campus id) to the Departmental Vice President of requested department and the Director of University Affairs for approval.
  - If approved, the request will be forwarded to Physical Plant.
  - If not approved, the department will be notified.
- Physical Plant staff will turn the request into a work order. The Locksmith will be assigned the work order.
- If the requested key and/or fob are available at the Key Bank, the key and/or fob will be issued immediately upon presenting the request form.
  - Locksmith will bring Key Database Manager the key and/or fob and Building/Parking Access Form, copy of id, and copy of work order.
  - The Key Database Manager will verify the work order is closed and enter the key and/or fob information into the TMA Database.
  - Key Database Manager will contact Employee/Department Head notifying the employee that the key and/or fob is ready for pick up at the Physical Plant Room 105. Key Database Manager will verify id of person at pickup from the copy provided by Locksmith.
- If the keys and/or fobs are not readily available, the Locksmith will have to cut the keys or program the fob. This may take additional time based on the key/lock type. Then the above procedure will take place once Locksmith prepares keys and/or fobs.

- Departments are responsible for keeping Building/Parking Access Form on-hand for each employee.

### **University Key/Fob Return Procedure:**

- Upon receiving information that an employee is transferring to another department or is separating from the University, the Key Database Manager will send the Budget Unit Head an email to verify what keys and/or fobs they should expect from the exiting employee.
- University keys and/or fobs must be returned to the immediate supervisor or budget unit head at time of separation from the University.
  - A Building/Parking Access Form shall be filled out by the Budget Unit Head. The original form and all keys/fobs shall be forwarded to the Key Database Manager within **two business days** of the employee surrendering keys and/or fobs.
  - The Key Database Manager will be responsible for verifying that all keys and/or fobs known to have been issued to separating employee were surrendered and accounted for, to clear the key/fob obligation of the former employee.
    - If it is found that all keys and/or fobs issued were not returned, former employee and Budget Unit Head shall be notified in writing by the Key Database Manager, with a detailed list of assigned keys and/or fobs to be returned within **five business days or former employee will have their check garnished for up to \$500 to replace keys. Failure to return keys and/or fobs could result in a delayed payroll process. Your direct deposit or final payment could be stopped until keys and/or fobs are returned.**
- If an employee is terminated, that employee's keys and/or fobs should be surrendered **immediately** to the individual's supervisor or University Police and a Building/Parking Access Form shall be executed accordingly.
  - The supervisor/officer should return the employee's keys and/or fobs to the Key Bank (Room 105 Physical Plant) **within two business days**. It is the supervisor's responsibility to notify the Key Database Manager when keys and/or fobs are not collected from the terminated employee.
- **Keys and/or fobs issued but not returned upon departure from employment may result in rekeying expenses to correct deficiencies in security. The employee's department may be held responsible for these expenses due to keys and/or fobs not being retrieved prior to departure.**

### **Lost or Stolen Keys/Fobs:**

- Lost or Stolen keys and/or fobs must be reported in writing to University Police, the Key Database Manager, the Key Bank Manager, and immediate supervisor within 24 hours of when it became apparent. A new Building/Parking Access Form and a copy of the University Police report must be presented to obtain replacements keys and/or fobs.

- **The employee or the employees' department may be held responsible for these expenses due to lost or stolen keys and/or fobs.**

### **University One Card Access Procedures:**

- Employee should receive One Card Campus ID Card as part of the onboarding process of new employment.
- Budget Unit Head should determine what access is needed to ensure employee can properly enter areas of their building.
  - Complete a Building/Parking Access Form and obtain signature from the Budget Unit Head. This form may be found on the Physical Plant website, under Guides & Forms. <https://www.nsula.edu/universityaffairs/physicalplant/>
  - Submit the completed Building/Parking Access Form and a copy of their id (either driver's license or campus id) to the Departmental Vice President of requested department and the Director of University Affairs for approval.
  - If approved, the request will be forwarded to the Key Bank Manager.
    - If not approved, the department will be notified.
  - Key Bank Manager will implement access.
  - Key Bank Manager will then send form to Key Database Manager so the information can be entered into the TMA database.

### **University One Card Return Procedures:**

- Upon receiving information that an employee is transferring to another department or is separating from the University, the Key Database Manager will work with the Key Bank Manager to ensure access ends on ending date of employment or transfer date.
  - A Building/Parking Access Form shall be filled out by the new Budget Unit Head for approved access.
  - The form should be forwarded to the Key Bank Manager.
  - Key Bank Manager should deactivate access to the One Card.
  - Key Bank Manager will then send form to Key Database Manager so the information can be entered into the TMA database.

### **Lost or Stolen One Card**

- Lost or Stolen One Card ID Cards must be reported in writing to University Police, the Key Database Manager, the Key Bank Manager, and immediate supervisor within 24 hours of when it became apparent. A new Building/Parking Access Form and a copy of the University Police report must be presented to obtain replacement id card.
- **The employee or the employees' department may be held responsible for these expenses due to lost or stolen One Card ID Cards.**

### **Forms Involved in the Building/Parking Access Policy:**

- **Building/Parking Access Form:** This form must be completed by any employee requesting keys and/or fobs to any lock at Northwestern State University. This form must have original signatures or digital signatures. No stamped signatures will be accepted.
- Forms are located on the Physical Plant website, under “Guides and Forms”. <https://www.nsula.edu/universityaffairs/physicalplant/>

### **Special Assignments and Contractors:**

- Annual contracts, such as Sodexo, Red River Sanitors (etc.), will be issued keys and/or fobs through their contracting department. The contracting department must complete a key inventory on all keys and/or fobs issued to the contractor and keep a copy of this form readily accessible. The contractor is responsible for the keys and/or fobs issued, any lost keys and/or fob replacement, and any lock changes due to lost/stolen keys and/or fobs. The University is not responsible for areas under the control of an annually contracted vendor.
- Contractors: Contractors working on campus can obtain keys and/or fobs necessary for their project from the Key Bank Office. The University Department contracting the work must email the Key Database Manager (information at the beginning of this policy) and request the keys and/or fobs for the contractor, to include name official business name, copy photo ID of the person who will be responsible for assigned keys and/or fobs. The contractor will have to show a photo ID and sign the Building/Parking Access Form to obtain the keys and/or fobs.
- Once keys and/or fobs have been delivered to the contractor the Locksmith will submit the signed and completed Key Management Form to the Key Database Manager for TMA Database entry.
- The keys and/or fobs must be turned in to the Key Database Manager (Room 105 Physical Plant) at the end of the project or term of the contract.
- Once keys and/or fobs have been retrieved by the Locksmith/Physical Plant, the Locksmith will submit the signed and completed Building/Parking Access Form to the Key Database Manager for TMA Database entry.