## GUIDELINE

### 3.27 Key – Cabinets & Key Issue Management

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Security Control Centre will be responsible for the secure storage of the keys to the University and regulate the daily issue/return to authorised persons.</th>
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</thead>
</table>
| Guideline | The Security Control Centre has three Key Watchers which contain keys to University buildings for use by staff (Property & Security) and Contractors.  

*When issuing keys to Property Staff & authorised Contractors, Control Centre Operators will ensure that the Key Register is completed.*

**NOTE:** Only Contractors on the Contractors Key List will be issued with keys.

All keys signed out by Property staff and authorised Contractors must be returned on the same day.

The incoming and outgoing CCOs will check the key cabinets to determine what keys are still signed out and determine if any action is required to retrieve any missing keys.

*When a set of keys has not been returned, the Control Centre Operator must:*  
- Contact the person who has the set of keys, and  
- Request that the keys be returned immediately.

Failure to return the keys may result in the Contractor being banned from working at University.

**Special Contractor Keys & Swipes**

A number of Key sets are contractor specific and should not be issued to contractors other than those specified.

All keys signed out by an authorised contractor must be logged in the Key Register held at the front counter of the Control Centre.
Service Tunnel –Swipes and Tunnel Access Register

Held in the Key Cabinet’s are a number of swipe cards which give access to the service tunnels beneath the University.

*There are very stringent rules and regulations concerning Service Tunnel Access.*

The Access Swipe is issued on the condition that the Access Swipe Card is only held for the time it takes to do an inspection or for the time that work is being actually being performed in the tunnel.

*Tunnel swipe cards are only to be issued to personnel whilst they are occupying the tunnel. If the contractor leaves the tunnel for ANY reason the contractor must return the swipe and then sign out the card again when he is ready to return to the tunnel.*

*See also: Service Tunnel Access*

Service Tunnel Access Register

All key loans must be logged in the Key Loan Register. However, all persons wanting to access the Service Tunnels must be logged in the Service Tunnel Access Register.

The register must contain:

- who has entered
- contact number
- time in
- estimated time out
- swipe number
- An area for the Control Centre Operator to verify their exit.

On shift changeover the incoming and outgoing CCOs are to check the Service Tunnel Access Register to determine if any persons are overdue from exiting the tunnel and to determine if any action is required to retrieve any missing keys or swipes.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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<td>Next Date of Review</td>
<td>1 July 2013</td>
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