

Key & Building Security Policy

Introduction

As an educational institution, Milton Academy must balance accessibility to facilities with the need for a safe and secure environment. Every Milton Academy community member shares the responsibility to assure security for all members and property and understands that convenience must sometimes be compromised to achieve the greater good.

The Milton Academy Facilities Services Department, the Campus Safety Department and Academic Technology Services work together to provide mechanical and electronic access to academy facilities. This document defines the policies and procedures that govern key and electronic access at Milton Academy.

Policy

Milton Academy maintains a locking system to protect its community members, facilities, property, and information. All locks, keys, electronic access cards and access codes are the sole property of Milton Academy and are issued to students and employees based on their need for access. The Academy reserves the right to change locks, keys, and access codes as necessary.

All dormitories are locked twenty-four hours a day, except when residents are moving in or out. All other facilities are locked when use and scheduling permit.

No one may place a lock on a school facility, interior or exterior, or transfer keys to another person without the expressed written permission of the Director of Facilities Services and the Director of Campus Safety, or their designees.

All keys and electronic access cards must be returned to Milton Academy upon termination of employment or enrollment, or when the individual's need for access changes.

Terms

- **Individual Key:** A key that opens an individual door within a building.
- **Master Key:** A key that opens a group of doors.
- **Exterior door key:** A key that opens the building.
- **Director:** The person in charge of a particular department who has ultimate responsibility for that department, i.e., chair, dean, department head.

Assignment of Keys

1. Milton Academy issues keys to employees based upon their need for access. Requests are made to the Facilities Services, using the Milton Academy Key Request form. The appropriate Director must provide written authorization for each key requested. The form is available from the Facilities Services or in the Facilities Service Guide, available on the internet at www.milton.edu/about/business/facilities.cfm . The full name of

- each person requesting a key must be provided. The Director of Facilities Services or his/her designee must authorize all key requests in writing.
2. Milton Academy employees are issued keys to their offices and other areas as needed.
 3. **Exterior door keys to academic spaces are limited to Ad Council Members. All other employees should call Campus Safety after hours for access to locked buildings.**
 4. Requests for student room keys are made by the House Head to Facilities using the Academy work order system, School Dude. The directions are located in the Facilities Services Guide available on the internet- www.milton.edu/about/business/facilities.cfm
 5. When a key request has been approved and completed, the requester will be notified by email, normally within 7 working days from the time the request arrived at the Facilities Services. The requester must appear in person at the Facilities Services, show a picture ID and sign for the keys requested.
 6. Outside contractors and vendors who need keys to perform work on campus sign out keys from Facilities Services on a daily basis. The Director of Facilities Services or his/her designee must authorize key sign outs to outside contractors and vendors.
 7. Master and exterior door keys should never be in the possession of a student.
 8. Campus Safety Key box will contain keys to ALL buildings, offices and faculty houses, any exception to this must be approved in writing by the Chief Financial and Operating Officer.
 9. The Director of Facilities Services and the Director of Campus Safety review all requests for master keys. Overall campus security is the primary consideration in that decision. The following questions are also considered:
 - a. Is it possible to make the requested key within the Milton Academy keying system?
 - b. Can the access needs of the requesting party be accommodated, and security better served, by issuing individual key(s) instead of a master and/or exterior door key?
 - c. Do the reasons supporting the request adequately justify the security loss caused by the issuing of a master or outside door key?

Lost or Stolen Keys – Milton Academy Employees

1. All lost or stolen keys must be reported to Campus Safety as soon as possible. Campus Safety will notify the Director of Facilities Services of the lost keys.
2. Requests to replace lost or stolen keys must follow procedures listed above for requesting a key.
3. The request to replace lost or stolen keys must be accompanied by a written report describing the circumstance of the loss, particularly the location, identifying marks on the keys, and which doors the keys open. Based on that information, the Director of Facilities Services or his/her designee will make a decision to replace the key(s) or have the locks re-keyed. The individual whose keys were lost will assume the cost of replacement keys. *Facilities* services will assume the cost of re-keying.
4. The cost of re-keying, in addition to replacement cost, will be levied for subsequent losses by the same individual.

5. Cost of keys can range from a few dollars to over ten dollars a key depending on which key system the building is using.

Lost Keys - Non-Academy Personnel

1. Non-Academy Personnel, (outside contractors, vendors) who lose keys they have signed out, assume the cost of replacement keys and the cost of any re-keying required as a result of the loss.

Return of Keys

1. At the end of their employment with the Academy, all employees must return their MA issued keys to their department director. The keys must then be returned to the Facilities Services.
2. The name of the person(s) to whom the keys were issued must be supplied in writing to Facilities Services when keys are returned. The department director must also advise Human Resources, via e-mail or other written form, that the keys were returned, specifying the date and the name of the employee.
3. Students must return dormitory keys to their House Head prior to moving out of that dormitory. Replacement costs for keys not returned are charged to the student's account. If a student leaves prior to the end of the semester without returning the key, he or she will be charged for the lock change.

Loaning of Keys

1. Academy employees and students may not transfer issued keys, access cards, or access codes.
2. Any key, card, or code found in possession of anyone other than the person to whom it was issued will be confiscated by Campus Safety.
3. Return of the keys or card to the owner is at the discretion of Campus Safety.
4. Individuals violating the policy on the loaning of keys will be subject to disciplinary action.

Accessing Buildings After Lock-Up

Any employee who needs to enter a locked campus building or office should request access from Campus Safety by calling 617-898-2911 or on campus extension 2911. Employees must be prepared to identify themselves to Campus Safety.

Combination Locking Devices

1. The combinations on mechanical and electronic combination locks may be changed only by Milton Academy Facilities Services.
2. Bypass keys for mechanical and electronic combination locks are available only to maintenance personnel and Campus Safety.

3. The department supervisor, (the person in charge of an area using combination locks, i.e.: dean, department chair, director or their designees) must request regular combination changes for locks by submitting a work order to Facilities Services. The Facilities Services will determine an appropriate combination change frequency.
4. The department supervisor should request a combination change if any of the following conditions arise:
 - a. The current combination is lost or compromised,
 - b. An employee or student who has knowledge of a combination transfers, terminates his/her employment, or is moved to a different room or area,
 - c. One academic year has passed since the last combination change.
5. The department supervisor maintains a record of combination change dates.
6. The department supervisor is responsible for keeping knowledge of combinations limited to the smallest number of people possible

Records Management

1. The Facilities Services maintains a database containing records of all keys and codes issued for Milton Academy facilities. The Lock shop also maintains all records of key requests.
2. The Department of Campus Safety maintains a record of access cards and card access codes distributed for all Milton Academy facilities.

Maintenance of Locking Systems

1. Installing and maintaining the key and combination locking systems are the responsibility of Facilities Services. Requests for repair or replacement of locks should be made by submitting a work order to the Facilities Services. Boarding students make requests for lock repair to their House Head who then submits a work order to the Facilities Services Office.
2. Emergency repair requests must be made by phone to the Facilities Services, (617-898-2411) between the hours of 7:00 AM to 4:00 PM, and to Campus Safety, (617-898-2911) during other hours.
3. Maintaining the card access system is the responsibility of the Campus Safety Department. Requests for repair should be made to them by phone. Requests for replacement of access cards for dormitories and other facilities should be made through the relevant House Head.

Review This policy will be subject to annual review.