# Table of Contents

I. Objectives ............................................................................................................. 3  
II. Scope .................................................................................................................. 3  
III. Procedure for a Key Request ............................................................................. 3-4  
IV. Procedure for Facilities Service Desk ............................................................. 4  
V. Procedures for the Lock Shop ........................................................................... 4  
VI. Procedures for the Department of Fire Safety ................................................ 4-5
I. Objectives:

The objective of this document is to provide a system for maintaining emergency access (e.g. Knox-Box keys) in all buildings on the campus of Montclair State University. Additionally, it is the purpose of this document to establish a framework for the procedures for changing, or otherwise updating, keys on campus in such a manner that emergency access can be maintained.

II. Scope:

This document is applicable to all persons involved in the process of “keying” and/or “re-keying” doors and/or entire buildings. It is also applicable to those who are responsible for maintaining keys in the Knox-Boxes. In the past few months, the Department of Fire Safety has been noticing an increasing amount of keys that have been loosely placed in the Knox-Boxes and not locked into the approved security ring. This is causing confusion to Fire Safety and other emergency personnel. With the practices set forth in this procedure, it is the aim of the Department of Fire Safety to rectify this problem.

III. Procedures for Key Change Requests:

Upon receipt of a work order regarding the changing or updating of keys on the campus of Montclair State University, the following shall occur:

- All key requests are to be placed on the “building master” key.

- If a key cannot be place on the “building master” key, before proceeding with any work, the Lock Shop shall notify the Department of Fire Safety via e-mail at ferrarar@mail.montclair.edu or by phone at ext. 5401 of any requests for key changes.

- The Department of Fire Safety shall notify the Lock Shop of how many additional keys need to be made to be placed in the Knox-Box, at which time work can resume on making the new keys.

- After the desired number of keys is made, the Lock Shop shall deliver the newly made keys to the Department of Fire Safety.

- The Department of Fire Safety shall label each key, place the keys on the appropriate security key ring, and place the key ring in service in the Knox-Box.
• The Lock Shop shall no longer place keys in the Knox-Box.

• Upon routine inspection, if a representative of Fire Safety finds a door to which there is no key, that representative or another representative from the Department of Fire Safety shall file a work-order and request that keys be made for the Knox-Box. Key amounts shall accompany this request and this request shall be considered notification of a Fire Code Violation; consequently, the violation shall have a standard twenty-four hour abatement period.

• In the event that a member of the University Police Department or local fire department finds a door to which the Knox-Box does not supply access, they shall report this to the Department of Fire Safety. The above outlined procedure shall then be followed.

• New keys must be in possession of the Department of Fire Safety prior to a lock being changed.

IV. Procedures for Facilities Service Desk:

This plan does not affect the facilities service desk’s operation regarding its handling of key requests.

V. Procedures for the Lock Shop

All key requests are to be placed on a “building master” key. In the event that a key cannot be placed on a “building master” key, the Lock Shop is to notify the Department of Fire Safety. The Department of Fire Safety will, in turn, notify the Lock Shop how many additional keys need to be made for the Knox-Box(es). When the Department of Fire Safety’s keys are made they are to be delivered to the Department of Fire Safety. No lock is to be re-keyed, or otherwise changed, until the Department of Fire Safety has possession of the newly made key. These keys must be in the possession of the Department of Fire Safety prior to the lock being changed. The Lock Shop is no longer responsible for adding keys to the Knox-Boxes. All requests from the Department of Fire Safety are notices of Fire Code Violation and shall be abated with in twenty-four hours.

VI. Procedures for Department of Fire Safety:

Upon notification from the Lock Shop, the Fire Safety Department shall notify the Lock Shop of how many keys will be needed for the Knox-Box on the building in which a key change is to occur. Upon receipt of the newly made keys, the Department of Fire Safety shall label the new key, place the new keys on a locking key ring, and place the newly-
updated key ring in service in the Knox-Box. Upon routine inspection, if a representative of the Fire Safety Department finds a door to which they do not have access, that representative, or another Department representative, shall file a work order to get keys made for that door for the Knox-Box.