

KEY & KEYCARD POLICY

Purpose

The purpose of this policy is to provide a high degree of security for our staff and members and to safeguard the property of Christ United Methodist Church. To attain this goal the church will follow the guideline of issuing by necessity and not for convenience.

To achieve this goal, it is necessary to assign responsibility for the keys to the users both staff and members, who are issued keys. Any door that you open must be locked, as you leave. In reference to this policy, key(s) are now defined as manual “hard” keys or electronic access control as “keycards.”

Environment

During scheduled hours, the buildings and facilities of CUMC are open (outside doors unlocked) for classes, meetings and other activities as required. After the normal hours of operation, access to the buildings can be made with the use of an electronic key card. Exceptions to this are Holidays, Special Events and Circumstances that will be posted on the doors.

Building Hours

Sunday 7 am - 9 pm
Monday thru Thursday..... 8 am - 9 pm
Friday..... 8 am - 6 pm
Saturday8 am - 12 noon*

*(Building may remain open if there is a special church sponsored event or wedding and may not be reserved after noon for any other reason)

Responsibility

Primary responsibility for the security of CUMC buildings, the maintenance of the Card Access System, the issuance of keys and record keeping will rest with Facilities Coordinator. The installation and maintenance of locks, manual and electronic lock hardware, and other non-electronic card access control systems will be the responsibility of Facilities Coordinator.

The Facilities Coordinator will provide training in key policy on issuance of keys. Office keys will be issued to only the person/persons occupying that space.

Facility Coordinator will keep and maintain records of keys issued to all CUMC employees using security software. This program will record building key data and employee key records. There will be a periodic key inventory conducted by Facilities Coordinator. A fee of \$5.00 per key will be charged to replace lost keys.

Key transfers from one person to another are strictly prohibited. Unauthorized keys will be confiscated and returned to Facilities Coordinator.

Issuance of keys

Ministry Heads will be responsible for approving employee key requests. Key(s) cannot be requested by anyone with less than Ministry Head and Trustee authority. All requests for lock and key changes must be made through work order to Facilities Coordinator. All lock maintenance requests should be made through the Facilities work order system. The key-holder to CUMC facilities assumes responsibility for the safekeeping of that key and its use.

Re-coring/Re-keying

Requests for re-keying/re-coring must be approved and submitted by the Ministry Heads. The request will be sent to the Facilities Coordinator via work order and approved by the Facility Manager. The requesting department will be charged for this work.

The entire re-keying of facility must have Trustee approval.

Replacement

In order to receive a new key, the old key must be exchanged for the new one.

Return of Keys

When an employee/volunteer leaves employment, retires, is terminated, or changes assignments, the issued keys must be returned before the last day of employment. All keys must be returned to the Facilities Coordinator. Failure to return issued keys will result in a charge to the individual for a lost key.

Master Keys

Master keys will be issued to Senior Pastor, Trustee Chair, Business Manager, Facilities Coordinator, and Building Staff. Loss of a master key would necessitate the re-keying and re-coring of the entire area or building that the key controls.

A master key is available in the Front Office between 8:30 am and 5 pm for use only after all other avenues of access have been exhausted.

1. Contact Building personnel at ext. 4760, if unsuccessful
2. Contact Facilities Coordinator at 713-417-6138, if unsuccessful
3. Contact Front Office for use of general master key.

Temporary key use

Contractors and vendors will be issued temporary keys or key-cards for necessary construction and maintenance access. The contractor's representative to whom the keys are issued must present picture identification (a driver's license or state identification card with picture) and sign for all keys issued. The contractors will abide by all conditions of this policy and must wear identification badges on outer garments while working on church property.

The Ministry Head will request the keys for temporary issuance and will be responsible for the use and return of these keys.

Lost, Stolen or Damaged Keys:

Lost keys must be reported to the Ministry Head and Facilities and Building Office immediately. Replacement of a lost, stolen or damaged key will require a new email request and authorization by the Ministry Head. Key holders will be required to pay a replacement fee for lost keys and, if necessary, the cost for a change of the core(s). The lost key charge is \$5/key and an additional \$125/core, if required. The fee will be submitted to the Facilities Department. If the lost key is later found, it must be returned to Facilities Coordinator.

Stolen keys must be reported to the Ministry Head and Facilities and Building Office immediately. A detailed report to Facilities Coordinator concerning the circumstances must be made. An email will then be sent to the Facility office requesting the issuance of a replacement key. The Facility Manager will determine if the key charge is applicable based on the facts of the individual case.

If a key is broken or damaged, the remnants will be returned to Facilities Coordinator. If the key is broken off in the lock, it must be reported to Facilities Coordinator without delay. A new key will be issued after the damage is verified. There is no charge for the replacement of damaged or broken keys.

Key Policy Violations

The following acts are examples of violations of the key policy:

- Loaning keys
- Transfer of keys without authorization
- Unauthorized duplication of keys
- Altering keys, locks or mechanisms
- Damaging, tampering or vandalizing any church lock or hardware
- Propping open exterior doors
- Admitting unauthorized person(s) into the building
- Failure to return a key when requested by Facilities Coordinator, the issuing department, or upon leaving the employment of the church
- Failure to report missing key(s) or keycard (s)

To make a key request or for card access concerns, please contact Facility Manager.