

## PROCEDURES for Policy on Access Box Keys

### Introduction

The University's Policy on Access Box Keys requires that all URI buildings shall be fitted with a secure box containing keys to all areas of the building. These are the procedures established to ensure compliance with the Policy, and may be modified from time to time by the Coordinator, Alarm Services.

Questions regarding these procedures should be directed to the Coordinator, Alarm Services (401) 874-2010.

### Procedures

Any time locks are changed or added for a given facility, Access Control will add copies of any new keys to the access box and remove any old keys that have become obsolete. The designated Building Manager will ensure that this step is completed any time lock work is done in the building.

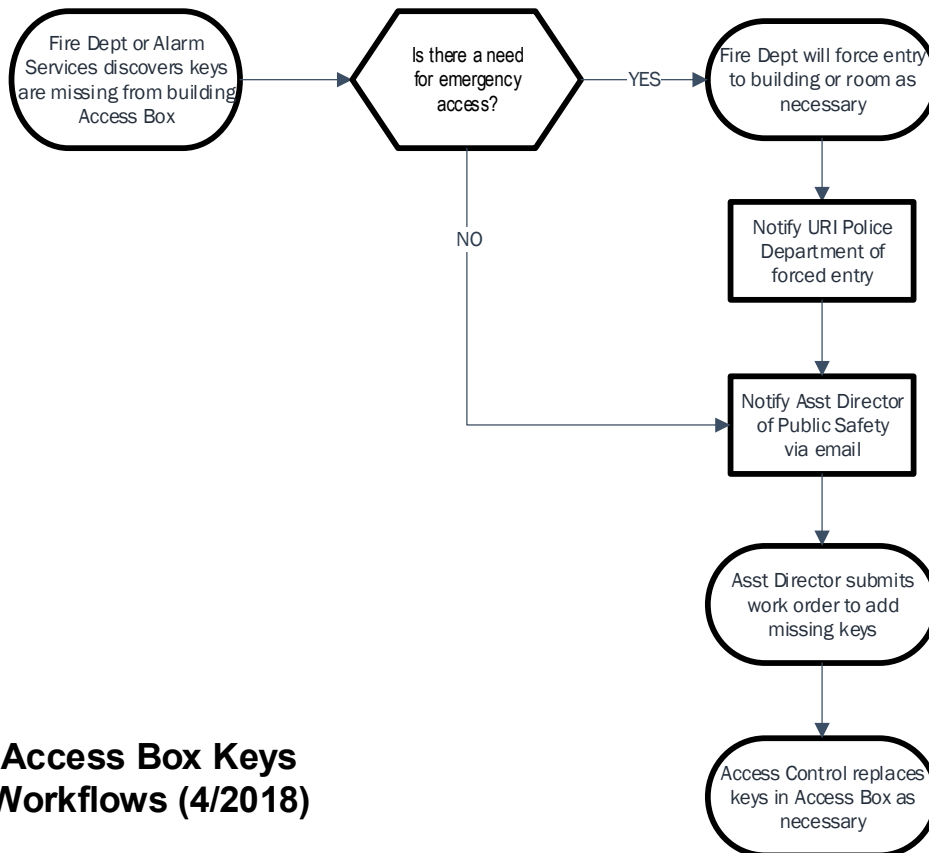
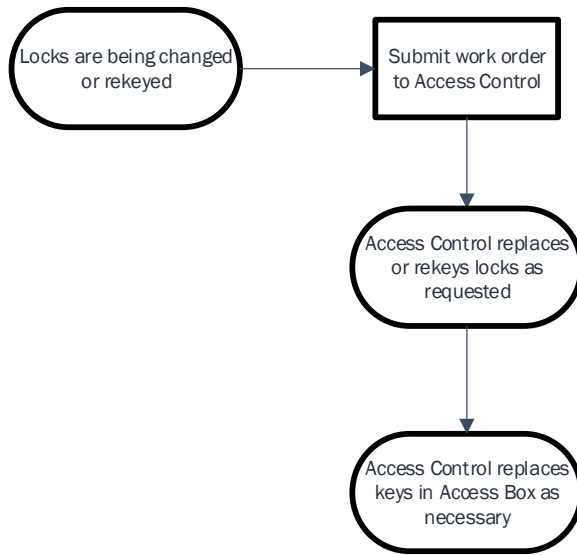
- When feasible, keys will be labeled, by tag or indelible marker, as to their purpose, provided that such labeling does not interfere with proper functioning of the access box.
- Where access cards are provided for buildings having electronic lock systems, physical keys will also be provided as a back-up in the event of system failure.

Should the local fire department, in the course of their normal response, find that any keys are not included in the access box, one of their officers will email the URI Assistant Director of Public Safety, who will order a replacement key and notify Access Control. (The fire department will provide the exact location of the door in question so that Access Control can identify the correct key number to cut.)

- All keys are ordered from Facilities Services, Access Control by opening a work order with the Facilities Control Center ([mcc@uri.edu](mailto:mcc@uri.edu)).
- If the key number is not known, Access Control must be provided with the detailed location of the door in question.
- The Department of Public Safety will not be responsible for any costs associated with producing keys for a Knox Box.

When necessary for emergency access when keys are not provided in the Access Box, the Fire Department may be required to force entry to a building or room. In such cases, the URI Police Department must be promptly notified of the forced entry.

The Coordinator of Alarm Services will work with the Office of Housing and Residential Life, the Fraternity Managers Association, the Office of Capital Projects, Facilities Operations, Kingston Fire Department, and any other appropriate departments/agencies as needed to ensure campus-wide compliance with this policy.



**Access Box Keys  
Workflows (4/2018)**

**UNIVERSITY OF RHODE ISLAND**