



Subject: Key System KMSAR University Key Procedures

Approved: Duane Siemen 10/02/17

PROCEDURE: KMSAR procedures
INTENDED AUDIENCE: All University Department KMSARs
PURPOSE: **To provide the process the KMSARs are to follow.**

1. Definitions:

- a. Building Master Key: A key that allows entry or the ability to lock any lockset in a specific university building
- b. Building Sub-Master Key: A key that allows entry or the ability to lock any lockset in a suite within specific university building
- c. Departmental Lock Box: A device used to secure departmental keys
- d. Electrical or Mechanical Room Key: A key that allows entry or the ability to lock any electrical or mechanical room in any university building
- e. Great Grand Master (GGM) Key: A key that allows entry or the ability to lock any lockset in the university's key system
- f. Housekeeping Closet Key: A key that allows entry or the ability to lock any janitorial room in any university building
- g. Key Manager Security Access Representative (KMSAR): An A&P or USPS employee who manages the key request process and maintains key records for his or her department or area. KMSARs are appointed by a dean, director, or chair, in writing, to Facilities and Safety's Work Control Center.
- h. Room (space) Key: A key that allows entry or the ability to lock a specific room within a university building
- i. University Key: A piece of shaped metal that is inserted into a lock to open or close the locking system
- j. University Key System: A proprietary mortise and lock system or electronic locking device owned by the University of Central Florida



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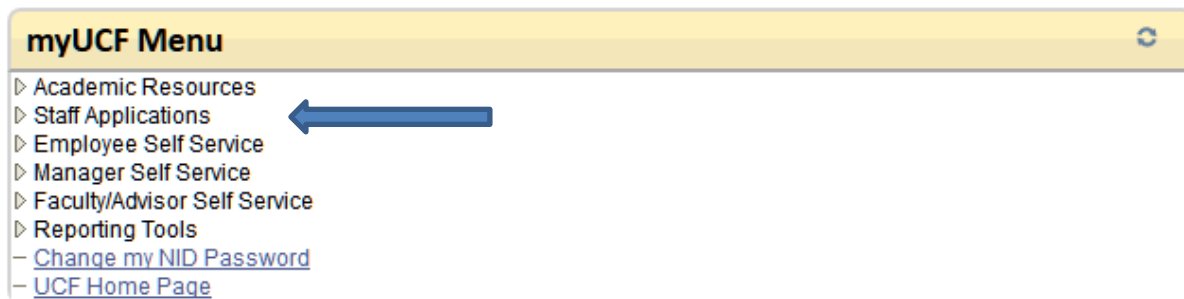
2. Procedure:

- a. Log onto myUCF using your NID and NID password.

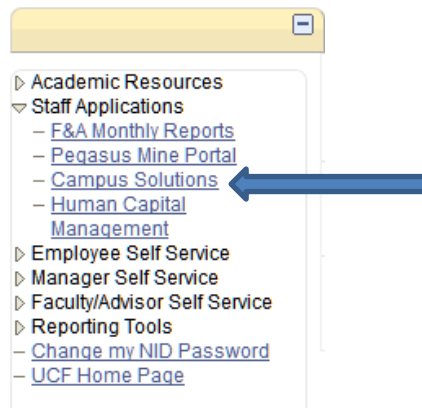
UCF Federated Identity

A screenshot of the UCF Federated Identity login form. It features two input fields: 'NID' with the text 'mvfrost' and 'Password' with masked characters. Below the fields is a black 'Sign On' button.

- b. Click Staff Applications.



- c. Click Campus Solutions.

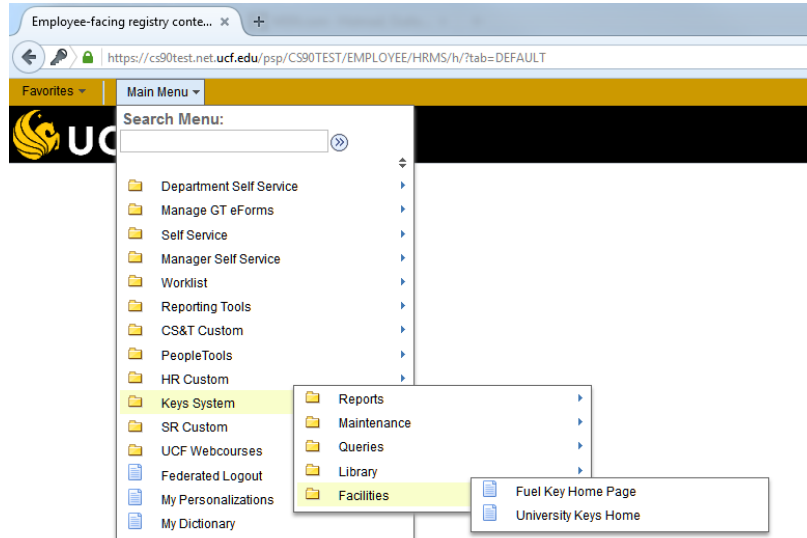


- d. Click Menu-Keys System-Facilities-University Keys Home.

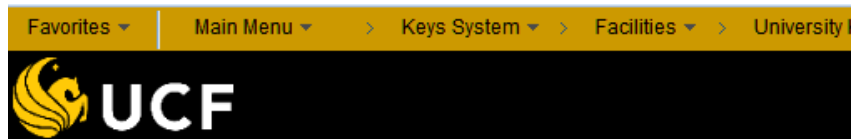


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e. This will bring up the following menu.



University Keys eForm



[Create an University Key Request](#)

Click here to create an University Key Request eForm.



[Update an University Key Request](#)

Use this link to Update an University Key eForm request.



[View an University Key Request](#)

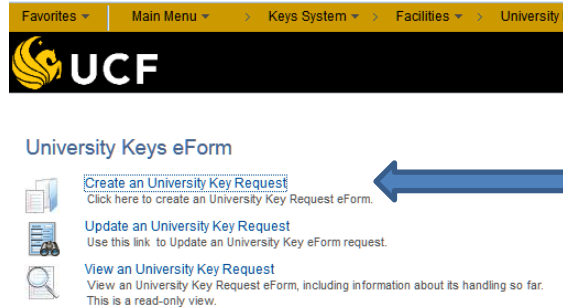
View an University Key Request eForm, including information about its handling so far.
This is a read-only view.

f. Click Create a University Key Request.



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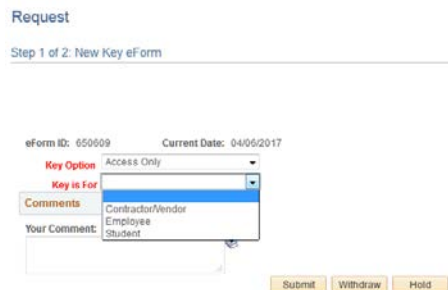
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- g. This will bring up the Request. Click the down arrow next to Key Option and select the key option for your request. The options are:
1. Access Only
 2. New Key
 3. Replacement Key
 4. Return Key (Not available – under development)

NOTE: GREAT GRAND MASTER (GGM) KEYS WILL NOT BE ISSUED TO INDIVIDUALS. USE ACCESS ONLY SELECTION FOR GGM KEYS.

- h. Access Only:
- i. Select who the key is for.
 1. If Contractor/Vendor is selected, and is not a valid selection for this key option, an error message will display.



2. Selecting Employee will display the Empl ID field.
3. Enter the Empl ID and hit the Tab key. If the Empl ID is unknown, follow steps 1a-c in appendix A.



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- ii. Populating the Empl ID field will display the detail section for the Empl ID selected.

eForm ID: 695611 Current Date: 09/26/2017

Key Option: Access Only

Key is For: Employee

Empl ID: 2155998

Name: Michael V Frost
 Phone: 407/823-0598 Department: FO-PAYROLL WORK CONTROL CTR
 Email: eformtes1@ucf.edu
 Dean/Director/Chair: [Search]

- iii. Enter the NID of the DDC and hit the Tab key. If the DDC’s NID is unknown, follow steps 1a-c in appendix B

Key Requested

Key Access Type

Great Grand Master (Access Only) Building Master Set

- iv. Key Requested Section.

1. Select the Key Access Type, Great Grand Master or Building Master Set. If GGM is selected:
 - a. A safety course is required.

eForm ID: 695611 Current Date: 09/26/2017

Key Option: Access Only

Key is For: Employee

Empl ID: 2155998

Name: Michael V Frost
 Phone: 407/823-0598 Department: FO-PAYROLL WORK CONTROL CTR
 Email: eformtes1@ucf.edu
 Dean/Director/Chair: Duane Thomas Siemen

Key Requested

Key Access Type

Great Grand Master (Access Only) Building Master Set

Safety Course Completed

- b. Verify that the recipient has satisfied the appropriate requirement and check the box next to “Safety Course Completed”.
- c. A GGM requires two attachments:
 - Justification Letter: A letter or memo from the recipient’s supervisor stating why they need access to a GGM key. This should be addressed to the AVP, Administration and Finance (Facilities & Safety).
 - Verification of completion of safety course OR completed safety form: A copy of the course sign in or a course completion form; OR signed safety form.
- d. To attach files, follow steps 1a-c in appendix C



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NOTE: Building Master Sets are for contractor work. Each set has three keys, Building Master, Electrical or Mechanical, and Roof access keys.

NOTE: Building and Room fields allow free text input. Enter Building and room numbers in the four digit format (Building 0001, Room 0101)

4. If Building Master Set is selected:
 - a. A Building number is required. Enter the Building number and hit the Tab key.

- b. Access to a Building Master Set requires a Vendor Key Request Letter.
- c. To attach files, follow steps 1a-c in appendix C.

3. To process a GGM or Building Master Set request, select either Submit, Withdraw, or Hold. Select Hold if you are waiting for additional information; Withdraw to delete the request; and Submit to initiate the request.

i. New Key Selection:

- i. Select who the key is for
 1. If Contractor/Vendor is selected, and is not a valid selection for this key option, an error message will display.

2. Selecting Employee will display the Empl ID field.



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3. Enter the Empl ID and hit the Tab key. If the Empl ID is unknown, follow steps 1a-c in appendix A

a. Populating the Empl ID field will display the detail section for the Empl ID selected:

eForm ID: 60611 Current Date: 09/26/2017
 Key Option: Access Only
 Key is For: Employee
 Empl ID: 2155998

Name: Michael V Frost
 Phone: 407/823-0598 Department: FO-PAVROLL WORK CONTROL CTR
 Email: eformtest@ucf.edu
 Dean/Director/Chair: [Search]

b. Enter the NID of the DDC and hit the Tab key. If the DDC's NID is unknown, follow steps 1a-c in appendix B

eForm ID: 60612 Current Date: 09/27/2017
 Key Option: New Key
 Key is For: Employee
 Empl ID: 2155998

Name: Michael V Frost
 Phone: 407/823-0598 Department: FO-PAVROLL WORK CONTROL CTR
 Email: eformtest@ucf.edu
 Dean/Director/Chair: 05803299 Duane Thomas Siemen
 PeopleSoft Account Number: 12345678

Comments: [Text Area] Submit Withdraw Hold

c. When the DDC and PeopleSoft account number are entered, the Key Requested block will appear.

eForm ID: 60612 Current Date: 09/27/2017
 Key Option: New Key
 Key is For: Employee
 Empl ID: 2155998

Name: Michael V Frost
 Phone: 407/823-0598 Department: FO-PAVROLL WORK CONTROL CTR
 Email: eformtest@ucf.edu
 Dean/Director/Chair: 05803299 Duane Thomas Siemen
 PeopleSoft Account Number: 12345678

Key Requested

Key Access Type

- Building Master
- Building Sub Master
- Room Access
- Housekeeping Closet
- Roof Access
- Electric/Mechanical Access
- Telecom Room

Comments: [Text Area] Submit Withdraw Hold

d. If Building Master is selected, enter the Building number and hit the Tab key.



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- e. If Room Access is selected, building and room numbers are required.

The screenshot shows a web form titled "Key Requested" for "MILLICAN HALL". It has two input fields: "Building" with the value "0001" and "Room Nbr" which is empty. Below these is a "Key Access Type" section with several checkboxes: "Building Master", "Building Sub Master", "Room Access" (checked), "Housekeeping Closet", "Roof Access", "Telecom Room", and "Electric/Mechanical Access". At the bottom are "Comments" and "Submit", "Withdraw", "Hold" buttons.

- f. enter the Building number and hit the Tab key.
- g. Enter the Room Nbr and hit the Tab key.
- h. If Telecom Room, Housekeeping Closet, Roof Access or Electrical or Mechanical key is selected, a Building and Room Nbr is not required.

This screenshot shows the "Key Requested" form with the "Key Access Type" section expanded. All checkboxes are unselected: "Building Master", "Building Sub Master", "Room Access", "Housekeeping Closet", "Roof Access", "Telecom Room", and "Electric/Mechanical Access".

- i. If Electrical or Mechanical Access is selected, a safety course must be completed. If the recipient completed the safety course, check the Safety Course Completed field. (You will not be able to submit the request until the check box is checked.)
1. Click Submit if this request is for Building Master, Building Sub-master, Room access, Telecom Room, Housekeeping Closet or Roof access.

This screenshot shows the "Key Requested" form where "Electric/Mechanical Access" is selected. Additionally, the "Safety Course Completed" checkbox at the bottom is checked.



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2. A Justification Letter and Safety Course Certification attachments must be attached:
 - Justification Letter: A letter or memo from the recipient’s supervisor stating why they need an Electrical or Mechanical room key. This should be addressed to the Director, Facilities Operations.
 - Verification of completion of safety course OR completed safety form: A copy of the course sign in or a course completion form; OR signed safety form.
3. To attach files, follow steps 1a-c in appendix C.

Key Requested

Key Access Type

Building Master
 Building Sub Master
 Room Access
 Housekeeping Closet
 Roof Access
 Electric/Mechanical Access
 Safety Course Completed

Required Attachment

[Justification Letter](#)

File Attachment		Attached File	Doc ID	
1	Upload View	Elec-MechJustification.docx	kr7320732017-09-13-23.10.32	Delete
2	Upload View	__Safety_Course_Cert.docx	kr7320732017-09-13-23.11.12	Delete

[Add File Attachment](#)

4. Click Submit.

- j. Replacement Key.
 - i. The Replacement Type field will display.

Request

Step 1 of 2: New Key eForm

eForm ID: 586812 Current Date: 09/27/2017

Key Option: Replacement
 Replacement Type: Lost
Other
Stolen
Worn

Comments:
 Your Comment:

[Submit](#) [Withdraw](#)

1. Click the down arrow in the Replacement Type field. This will bring up four choices: Lost, Other, Stolen, Worn.
2. If Worn Key is selected the Key Returned check box will be displayed. (See Note ¹, ² below.)



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¹ If the Key Returned checkbox in step j.2 above was NOT checked, the PeopleSoft Account Nbr field will display in the detail section for the Empl ID selected.
² If the Key Returned checkbox in step j.2 above was checked, the PeopleSoft Account Nbr field will NOT display in the detail section for the Empl ID selected. There will be no charge.

<p>Key Return Checkbox not checked</p>	<p>Key Return Checkbox checked</p>
---	---

3. Select who the key is for: If Contractor/Vendor is selected and is not a valid selection for this key option, an error message will display.

5. Selecting Employee will display the Empl ID field.
 a. Enter the Empl ID and hit the Tab key. If the Empl ID is unknown follow steps 1a-c in appendix A



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6. Populating the Empl ID field will display the detail section for the Empl ID selected.

eForm ID: 685511 Current Date: 09/26/2017

Key Option: Access Only

Key is For: Employee

Empl ID: 2155998

Name: Michael V Frost
 Phone: 407/823-0598 Department: FO-PAYROLL WORK CONTROL CTR
 Email: eformtest@ucf.edu
 Dean/Director/Chair:

7. Fill in the Dean/Director/Chair. If the DDC is not known, follow steps 1a-c in Appendix B.
8. Fill in the People Soft account number if the key returned checkbox is not checked.
9. Select either Submit, Withdraw or Hold. Select Hold if you need more information; Withdraw to delete the request; and Submit to initiate the request.

ii. Replacement type of Lost or Stolen:

1. A police report is required for lost or stolen GGMs, Building Master, TeleCom, Roof Access, and Electrical or Mechanical Room keys.
2. Enter in the Police Report number and click Enter.

Request

Step 1 of 2: New Key eForm

eForm ID: 686608 Current Date: 09/15/2017

Key Option: Replacement

Replacement Type: Lost

Police Report Nbr:

Comments

Your Comment:

- iii. Select who the key is for.
 - 1.



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2. If Contractor/Vendor is selected, and is not a valid selection for this key option, an error message will display.

eForm ID: 686615 Current Date: 09/27/2017

Key Option: Replacement
Key is For: Employee
Empl ID: Contractor/Vendor, Employee, Student
Replacement Type: Lost
Police Report Nbr: 17-2546
Comments: [Empty]
Your Comment: [Empty]
Buttons: Withdraw, Hold

3. Selecting Employee will display the Empl ID field.
4. Enter the Empl ID and hit the Tab key. If the Empl ID is unknown, follow steps 1a-c in appendix A
5. Populating the Empl ID field will display the detail section for the Empl ID selected.

Step 1 of 2: New Key eForm

eForm ID: 686615 Current Date: 09/27/2017

Key Option: Replacement
Key is For: Employee
Empl ID: 2155998
Replacement Type: Lost
Police Report Nbr: 17-2546

Name: Michael V Frost
Phone: 407/823-0598 Department: FO-PAYROLL WORK CONTROL CTR
Email: eformfres@ucf.edu
Dean/Director/Chair: [Empty]
PeopleSoft Account Number: [Empty]

6. Enter the NID of the DDC and hit the Tab key. If the NID is unknown, follow steps 1a-c in appendix B
7. Enter the appropriate PeopleSoft Account Number.
8. Populate the PeopleSoft Account Number field and select Enter to display the Key Requested section.



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eform ID: 685515 Current Date: 09/27/2017

Key Option: Replacement Replacement Type: Lost

Key is For: Employee Police Report Nbr: 17-2546

Emp ID: 2155998

Name: Michael V Frost Department: FO-PAVROLL WORK CONTROL CTR
 Phone: 407823-0588
 Email: eformtest@ucf.edu
 Dean/Director/Chair: du803299 Duane Thomas Siemen
 PeopleSoft Account Number: 12345678

Key Requested

Key Access Type

Building Master Housekeeping Closet
 Building Sub Master Roof Access
 Room Access Telecom Room Electric/Mechanical Access

9. If Building Master is selected, a Building number is required.

Key Requested

Building:

Key Access Type

Building Master Housekeeping Closet
 Building Sub Master Roof Access
 Room Access Telecom Room Electric/Mechanical Access

10. Enter the Building number and hit the Tab key.

11. If Building Sub Master is selected, a Building is required.

Key Requested

Building:

Key Access Type

Building Master Housekeeping Closet
 Building Sub Master Roof Access
 Room Access Telecom Room Electric/Mechanical Access

12. Populating the Building field will display the required Room Nbr field.

13. Enter the Room Nbr and hit the Tab key.

14. If Room Access is selected, a building number is required. Enter the Building number and hit the Tab key.

15. Enter the Room Nbr and hit the Tab key.



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16. If Telecom Room, Housekeeping Closet, or Roof Access is selected, a Building and Room Nbr are NOT required.

15. If Electric or Mechanical Access is selected, a Safety Course must be completed, and a Justification Letter and Safety Course Certification must be attached.

16. To attach files, Follow steps 1a-c in appendix C

Justification Letter					
File Attachment					
	Upload	View	Attached File	Doc ID	
1	Upload	View	Elec-MechJustification.docx	kr7320732017-09-13-23.10.32	Delete
2	Upload	View	__Safety_Course_Cert.docx	kr7320732017-09-13-23.11.12	Delete

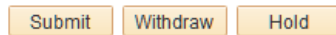
17. If Replacement Type is Lost or Stolen a copy of the Police report must be attached. (GGM, Building Master, Electric or Mechanical Room, and Roof keys only).



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18. Select either Submit, Withdraw or Hold. Select Hold if you need more information; Withdraw to delete the request; or Submit to initiate the request.



I. University Key Approval.

- i. When the key request is approved, the KMSAR will receive an email stating what day the key is ready for pickup at WCC. The WCC will issue the key and check the Key Issued box on the electronic form.
- ii. The form will be routed back to the KMSAR for action. When the form shows up in the KMSAR's worklist, the KMSAR will click the link.

Worklist

Worklist for mvfrost: Michael V Frost

[Detail View](#)

Worklist Filters

From	Date From	Work Item	Worked By Activity	Priority	Link		
Karlene A Kenlish	03/10/2017	Notification Worklist	Notification		FUELKEY: 650540 Step: 8 02800024	Mark Worked	Reassign
Kristal M Holmes	04/04/2017	Notification Worklist	Notification		UNIVKEYS: 650570 Step: 7 Frost, Michael	Mark Worked	Reassign
Robert McKenley Wynn	04/04/2017	Notification Worklist	Notification		FUELKEY: 650603 Step: 7 Dept: 09020002	Mark Worked	Reassign
Kristal M Holmes	04/05/2017	Notification Worklist	Notification		UNIVKEYS: 650604 Step: 6 Blue Cord	Mark Worked	Reassign
Michael V Frost	04/07/2017	Notification Worklist	Notification		UNIVKEYS: 650616 Step: 12 Frost, Michael	Mark Worked	Reassign

- ii. Check the key received box.

Evaluate

Step 1 of 2: Evaluate Key Request

If the form meets your approval, click Approve. If you want the originator to make changes and resubmit the form, enter an explanatory note and click Recycle. If the form should not be executed, click Deny, which will stop processing of the form.

Enter any relevant comments in the "Your Comments" field to be included with this form.

Form ID: 650616 Current Date: 04/07/2017

Key Option:

Key is For:

Empl ID: 2155998

AIM Work Order ID: 12345678 Locksmith Code: REA14 Number of Keys: 1

Date Keys Ready: 04/10/2017

Key Issued Key Received

Issued To Empl ID: 2155998

Customer Details

Name: Michael V Frost
 Telephone: 407/823-0588 Department: FO-PAYROLL WORK CONTROL CTR
 Email ID: Mike.Frost@ucf.edu
 PeopleSoft Account Number: 02800024

- iii. A Received by Empl ID field will appear. Fill in the employee ID of the employee who the key is for. (This step is completed when giving the key to the employee.)



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Enter any relevant comments in the "Your Comment" field to be included with this form.

eForm ID: 650616 Current Date: 04/07/2017

Key Option

Key is For

Empl ID

AIM Work Order ID Locksmith Code Number of Keys

Date Keys Ready

Key Issued Key Received

Issued To Empl ID Received By Empl ID

Customer Details

Name: Michael V Frost
Telephone: 407/823-0598 Department: FO-PAYROLL WORK CONTROL CTR
Email ID: Mike.Frost@ucf.edu
PeopleSoft Account Number

Keys Requested

iv. Click the Approve button.



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University Key Request Approval Matrix

Key Type	KMSAR	Dean, Director, Chair	Key Shop and WCC Superintende nt	Director, Facilities Operatio ns	CS&T	Associate Vice President for Administration and Finance (Facilities and Safety) and Chief of
Great Grand Master	X	X	X	X		X
Building Master	X	X	X	X		
Building Sub- master	X	X				
Room (Space)	X					
Electrical or Mechanical Room	X	X	X	X		
Roof	X	X	X	X		
Housekeeping Closet	X	X	X	X		
Telecom	X	X	X	X	X	



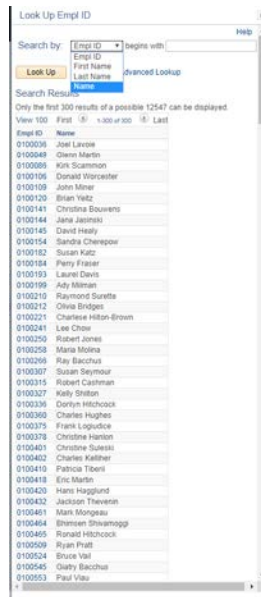
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Appendix A

1. Procedure to look up Empl ID.

- a. Click the magnifying glass next to Empl ID. This will bring up the Look Up Empl ID search.



- b. You can now select to search by Empl ID, First Name, Last Name, or Name.
- c. Click the correct Empl ID.



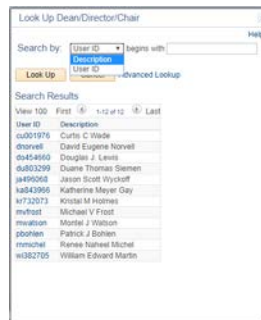
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Appendix B

1. Procedure to look up DDC.

- a. Click the magnifying glass next to Dean/Director/Chair. This will bring up the Look Up Dean/Director/Chair search.



- b. You can now select to search by User ID or Description.
- c. Click the User ID of the correct DDC and tab out of the Dean/Director/Chair field.



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Appendix C

2. Procedure to attach files to the request

- a. To attach files, click Upload. In the popup, click Choose File and select the attachment on your computer.



- b. To upload additional files, click Add File Attachment.



- a. Follow Step a. above until all required documents are attached.