



Municipal Building Commission Key and Access Card Policy January 2018

This policy establishes procedures to issue, replace, and account for keys and access cards issued to City, County and MBC employees, and contractors for access to the Minneapolis City Hall/Hennepin County Courthouse Building. Access to the facility and office spaces are controlled by the Municipal Building Commission to provide a safe environment for workers, visitors, and property. City Property services is the contact for access cards to the City system.

Department Responsibilities

Departments are responsible for coordinating, monitoring, and controlling employee and contractor keys and access cards. Each department must select a Key Control Liaison. The Key Control Liaison will submit all key and access card requests for the department, and will be responsible for the following:

- Notify the MBC of contact information for the Key Control Liaison MBC at 612-596-9512 or via e-mail at mbc.services@municipalbuilding.org
- Ensure department compliance with the MBC Key and Access Card policy
- Authorize most key requests (Department Director and MBC approval is required for controlled spaces)
- Sign and submit the MBC Key and Access Card Request form for all key and access card requests
- Notify the MBC when key and access cardholders change departments and/or terminate employment.
- Return all keys and access cards turned in by department personnel and contractors
- Immediately report lost or stolen keys and access cards

Employees and contractors are responsible for proper use and control of keys and access cards issued to them. **Duplication, alteration, or transferring of building keys/access cards is prohibited.**

MBC Responsibilities

The MBC is responsible for administering the Key and Access Card Policy. A secure computerized system is used by the MBC for maintaining an inventory of all keys and access cards issued. On a semi-annual basis, the MBC will send a list of assigned keys and access cards to the department Key Control Liaison for review and verification. Updates will also be made to the Key Control Liaison list each year. The MBC provides most key-related work at no cost; however, you will be contacted for approval in the event that a fee is required.

Requesting Keys and Access Cards

All key and access card requests must go through your department's designated Key Control Liaison (Please see the attached list of Key Control Liaisons by department).

Employees should complete the MBC Key and Access Card Request form available through Key Control Liaison and submit to MBC in Rm 105. Employees will only be issued keys to their immediate office area. Contractors must follow the procedures listed below in "Requesting Access to Controlled Spaces." To maintain security, MBC staff will hand deliver requested keys. Employees will be required to sign a Key Agreement form upon receipt of requested keys and access cards. Signed forms should be returned to the MBC, Room 105.

Requesting Access to Controlled Spaces

City Staff that have access needs to space outside their immediate department will be required to obtain Department Director approval. All requests should be forwarded to the MBC Security Supervisor.

Short-Term Space Access Needs

Staff and contractors needing short-term or intermittent access to department and building spaces can check out keys and access cards at the MBC Security Desk located in the Rotunda. Individuals will be asked to fill out a key and access card checkout log, and leave photo identification. Keys and access cards checked out through the MBC Security Desk are for short-term use only and must be turned in the same day.

Key and Access Card Returns

Department Key Control Liaisons are responsible for returning all keys and access cards to the MBC for contractors no longer working with the department and staff who terminate employment or transfer to other City or County departments. **Keys and access cards turned in to the department may not be retained for reissue; the MBC tracks all keys and access cards issued to each individual.** Departments that fail to collect and return keys may incur costs for re-keying a door(s). Safe transport of keys and access cards is a vital component to building security. MBC staff will pick-up and deliver any keys or access cards directly from the Key Control Liaison.

Lost or Stolen Keys and Access Cards

Employees and contractors must immediately report lost or stolen keys to the department Key Control Liaison, for immediate notification to the MBC. Departments may be held financially liable for costs associated with theft, loss or misuse of keys and access cards by their employees or contractors. Departments also may be liable for costs associated with the relocation or reorganization of department or building locks. Departments may be required to physically account for all employees' keys if there is a breach in security. The MBC is not responsible for claims in any department where keys are missing. If a replacement key is needed, please follow the procedures listed above under Requesting Keys and Access Cards.

Re-Keying Locks

The loss of keys or failure to return keys may require re-keying of locks and reissuing entire sets of keys. All costs associated with re-keying will be charged to the department requesting or requiring re-keying.