

EINSTEIN HEALTHCARE NETWORK  
Policy and Procedure

Sign-Off Sheet – Revised

Department/Division:	EOC – Utilities
Policy #:	A0189.4~5
Subject:	<b>Key Control</b>

Revisions are:

Updated reference to Maintenance and Engineering instead of Facilities

Under Procedure Added “Germantown Campus will be maintained by LaSalle Facilities Department with the assistance of the Director of Maintenance and Engineering EMCP.”

**REVIEWED AND CONCURRED:**



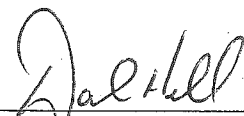
Steven Pierce, Network Director, Facilities Management

3/3/17  
Date



Anthony Martin, Network Director, Protective Services

3/4/17  
Date



David Hill, Network Director, Safety Services

3/7/2017  
Date

# EINSTEIN HEALTHCARE NETWORK POLICY AND PROCEDURE

Effective Date: March 31, 2017  
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No.: A0189.5  
Supersedes: A0189.4  
#A0189.1 "Key Control/Card Access"

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DEPARTMENT: **EOC - Utilities**

SUBJECT: **Key Control**

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## PURPOSE

To provide effective key control so as to minimize the threat of theft, or vandalism to Einstein Healthcare Network property.

## POLICY

The Maintenance and Engineering Department will be responsible for maintaining effective control over the security and issuance of keys throughout EMC-Philadelphia and EMC-Elkins Park. Germantown Campus will be maintained by LaSalle Facilities Department with the assistance of the Director of Maintenance and Engineering EMCP.

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## PROCEDURE

- A. All requests for keys will be submitted on the appropriate Work Order and signed by Department Head/Division Chairperson responsible for area. The work order must clearly identify the door(s) involved, and must detail the reason for the request.
- B. Keys maintained in the Facilities office for issuance to Departmental/Division personnel will be issued only to personnel who present a valid identification badge. The following procedures will be followed in issuing and returning keys:
  - 1. The designated Maintenance and Engineering personnel will verify that the person requesting the key(s) is authorized to sign out that key(s).
  - 2. The Key Log must be completed by Maintenance and Engineering personnel, and the person signing out the key so as to show: key number; signature/print name; department; date and time issued; and issuer's name.
  - 3. Employees signing out the key(s) will be responsible for returning the key and signing it back in. The designated Maintenance and Engineering personnel will ensure that key is returned and immediately placed in the appropriate lock box. The Department Head/Division chairperson will be responsible to insure that inter-departmental key(s) are returned, as required.
- C. A Security Officer may be dispatched to unlock an area for a person authorized to enter the area by the appropriate Department Head/Division Chairperson. Prior to the person

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leaving the area, they must notify the Security Dispatcher, so that a Security Officer may be dispatched to insure that the area is secured.

- D. The Locksmith will make no changes in the keying system without approval in writing by the Director of Maintenance and Engineering and/or designee. No locks will be taken off of the Master System, by the Locksmith, without the Director of Facilities' notification, and this will be done only for very high risk areas, i.e., Pharmacy narcotics vault, Anesthesiology workroom.
- E. Any person losing a key, or failing to turn in key upon termination will be charged for the cost of parts and labor to re-key affected areas, in accordance with Einstein Policy and Procedure.
- F. Any person having a key duplicated in violation of the procedures set out in this policy will be subject to disciplinary action possibly including termination. The Department Head/Division Chairperson will be responsible for taking appropriate action, in accordance with EHN disciplinary procedures.
- G. The Maintenance and Engineering Department will process key requests for replacement or additional keys only with the prior approval of the Director of Facilities.
- H. A Key Request Form shall be signed and submitted to Maintenance and Engineering by the requesting department head. The request form and key (s) to be duplicated shall be delivered to Maintenance and Engineering for processing.
- I. The applicable department head must approve all requests for keys/locks.

**II. RESPONSIBILITY**

- A. Department Heads/Division Chairperson will be responsible for maintaining appropriate key control within their areas and for providing the Director of Maintenance and Engineering with current authorization lists.
- B. The Director of Maintenance and Engineering will be responsible for enforcing the provision of this policy.

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REVIEWED AND APPROVED:

*Craig Sieving*

Craig Sieving, Vice President

*3/14/17*

Date

*Ruth Lefton*

Ruth Lefton, COO

*3/15/17*

Date

*Barry Freedman*

Barry Freedman, CEO

*3/17/17*

Date

*To be reviewed: Every three years*

Policy Owner: David Hill, Network Director, Safety Services

Chairperson, Life Safety/Utilities Subcommittee: Steven Pierce, Network Director, Facilities

Original Date: April 1, 2004. Change from Security to Utilities 11/1/07

Reference Material:

Employee Handbook, page 34