



**Standard Operating Procedure (SOP)
Off Line Lock Key**

SOP No.	MG-0002	Revision:	0
Department:	Maintenance	Date:	10/15/2007
Dept. Head Approval:			
Director Approval:			

1. Purpose:

The purpose of this procedure is to streamline access for Facilities Management employees to the Onity lock data base for stand alone locks to be used at WVU.

2. Scope:

Establish new guidelines for Facilities Management staff to allow access to those buildings where work needs to be performed. This will allow access by FM personnel to buildings based on location and time schedules. This process is limited to FM personnel.

3. Responsibility:

Facilities Management will provide Mountaineer Card with the necessary templates for our organization and its personnel. Mountaineer Card will enter this data into the master data base for the campus and continue to maintain and upgrade the main data base. FM is responsible for sending any new template or personnel changes to Mountaineer Card for updating the master data base.

4. Procedure

1. Facilities Management Lock Shop will develop the templates to be used for FM personnel
2. Initially Operations and Maintenance managers will assure that all employees are put into the Onity lock template schedule sheet.
3. FM Lock Shop will review this information and send it to Mountaineer Card for processing into the master data base.
4. Employee reassignments, after the initial data base entries, will be processed in the following manner:
 - Order put into I-Key to request an addition or change to the data base.
 - Assistant Director for Zones receives this information and approves or disapproves the request.
 - Once approved, this information will be sent electronically to Work Control; if disapproved, the status is emailed to the requestor.

- Work Control turns this request into a TMA Work Order and an email is sent to the requestor.
- WO is assigned to the FM Lock Shop.
- FM Lock Shop makes the changes to the FM data base and finishes the WO
- Work Management reviews the information and completes the WO.
(Reference FM Administrative Support Services SOP # AS-0006)
- An email message will be sent to original requestor.
- Manager (requestor) sends employee to lock shop to have card updated to include the new information.

5. Employee additions or deletions will be processed in the following manner:

- Order put into I-Key to request an addition or deletion of an employee to the Onity Key access data base.
- Assistant Director for Zones receives this information and approves or disapproves the request.
- Once approved, this information will be sent electronically to Work Control; if disapproved, the status is emailed to the requestor.
- Work Control turns this request into a TMA Work Order and an email is sent to the requestor.
- WO is assigned to the FM Lock Shop.
- FM Lock Shop sends an email to Mountaineer Card informing them of the change.
- Mountaineer Card will enter the information into the Onity Lock master data base.
- FM Lock Shop makes the changes to the FM data base and finishes the WO.
- Work Management reviews the information and completes the WO.
(Reference FM Administrative Support Services SOP # AS-0006)
- An email message will be sent to original requestor.