

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CARDKEY ACCESS/DISBURSEMENT	FMEP-A-0060	Rev. No. 0
	Page 1 of 2	

1.0 PURPOSE

To define a standard means of acquiring and disbursing cardkeys by the Facilities Maintenance and Engineering (FME) organization for outside Contractors, Vendors, Architect Engineering(A&E) representatives, etc.

2.0 PROCEDURE

Cardkeys shall be requested by Science Applications International Corporation(SAIC) employees using the Cardkey Request Form(Exhibit A). The cardkeys will be issued in the name of the person requesting the cardkey. Multiple cardkeys may be requested by an individual but a separate request must be filled out for each card.

A decision can be made, on a case by case basis, about how many cardkeys may be required at the start of a project. The decision is to be based on the size of the job, location, number of sub-contractors involved, etc.

A determination is to be made as to whether the cardkey should be issued for 24hours/7days a week, such as in the case of large renovations, or for a normal daytime work day /work week access as in the case of A&E's, vendors and minor sub contractors. The cardkeys request shall request access only to the building(s) that the contractor is actively working in.

A memo by email to Protective Services shall be sent to add other buildings to the level of access as requirements change.

The cardkeys shall be transmitted to the individual or General Contractor, A&E or Vendor – Installer. There will be a record generated that identifies the cardkey number to the individuals receiving the cardkey.

Individuals receiving the cardkey will sign the transmittal acknowledging upon receipt of the cardkey. When multiple cardkeys are transmitted to a General Contractor, the transmittal shall be forwarded to the company representative. The transmittal shall state the quantity of cardkeys and their associated numbers. The company representative shall sign the transmittal acknowledging receipt of the cardkeys. The company representative will then transmit a list of individuals to whom each cardkey was issued to SAIC. It shall be the responsibility of the company representative to monitor the use and the return of each assigned cardkey.

In the event that a cardkey becomes lost, damaged or stolen, written notification shall be made to the SAIC representative who issued the card. Notification shall also be made by SAIC, in writing, to Protective Services, advising them to deactivate that particular cardkey.

Note: Notification of a lost or stolen cardkey shall be made by phone or email as soon after the cardkey is determined to be missing as possible.

At the close of a project, the General Contractor shall transmit all the cardkeys back to SAIC. The cardkeys may be kept in a secure location for reuse to different authorized individuals.

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: CARDKEY ACCESS/DISBURSEMENT	FMEP-A-0060	Rev. No. 0
	Page 2 of 2	

Exhibit A – CardKey Request Form(1 page)