



BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 9/90	Revision Date:	Page: 1 of 2
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	Section: PROPERTY AND CAPITAL EQUIPMENT		
Subject: KEYS TO UNIVERSITY BUILDINGS			

GENERAL STATEMENT OF POLICY

1. It is the policy of the University that other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents.
2. Faculty, staff and graduate assistants may be issued keys to University buildings upon the recommendation of the department chairperson or administrative head. Student employees may be issued keys provided Facilities Management records show that the staff or faculty supervisor, who is an approved key custodian, assumes responsibility for the keys issued.
 - A. Keys are issued for entry to University buildings for the purposes of conducting University business only.
 - B. An authorized individual entering or leaving a locked building shall not permit an individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty, staff, graduate assistant or student employee and he/she retains possession of the key. The authorized individual must assume full responsibility for his or her guests.
 - C. An individual entering or leaving a locked building shall be responsible for securing the door and may be responsible for any loss or damage to University property resulting from failure to do so.
3. Special assignment of keys, where required (such as to contractors, etc.), will be authorized by the Director of Facilities Management.
4. All keys issued remain the property of the University and shall be returned under the following conditions:
 - A. For faculty, staff and graduate assistants:
 - i. Upon transfer to another department or building.
 - ii. Upon termination of employment.
 - iii. Upon the request of the department chairperson or major administrator.
 - iv. Upon being granted a leave of absence without pay for a period of 30 or more calendar days. However, employees granted such leaves may retain their key if they are authorized to have access to the building and/or office during the leave.



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- v. Upon reclassification if duties and responsibilities have changed.
- B. For student employees:
- i. Upon transfer to another department or building.
 - ii. Upon termination of employment.
 - iii. Upon the request of the faculty/staff supervisor, department chairperson or administrative head
- C. Individuals transferring to another department or building may be issued new keys upon the recommendation of the new department chairperson or administrative head and approved as defined in Section 2.
- D. It is the responsibility of the appropriate department chairperson, administrative head or building coordinator to ensure that all keys are returned under provisions of Section 4.
- E. In no case is a key to be transferred from one individual to another or to be obtained from any source other than the University.
- i. Any transfer or duplication of a key is not permitted and can be the cause of disciplinary action. The key shall be taken up and the individual(s) involved be reported to the administrative head.



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OPERATING PROCEDURES

1. Keys to cabinets, lockers, and drawers within buildings or keys to residence hall rooms are not covered under provisions of this policy.
2. Key issuances are authorized by the department chairperson, administrative head and/or building coordinator on a Key Request and Approval Card. Authorization of master and submaster keys is made by the Director of Facilities Management or designee.
3. The types of keys issued will be limited to those required by regular work assignments.
4. The loss or theft of any key is to be reported immediately to the department chairperson, faculty/staff supervisor or administrative head, the Facilities Management Office, and the Department of Public Safety
5. Keys which are found should be forwarded immediately to the Facilities Management Office.

Issuance of Keys -

1. Keys may be obtained directly from the Facilities Management Office by presenting an approved Key Request & Approval Card at that office between the hours of 8 a.m. and 4 p.m., Monday through Friday.
2. Applications for keys are made on the Key Request & Approval Card which must be endorsed by the department chairperson, college dean, approved faculty/staff supervisor and/or building coordinator. These forms are available from the Facilities Management Office. The key identification number, building and room identification, and the number of keys required should be listed on the card. The Facilities Management Office will retain the cards in their files.

Returning of keys -

1. Upon determining that an employee is terminating employment with the University, a Property Clearance Form is issued which includes a Facilities Management clearance relative to keys. Faculty and graduate assistants obtain this checklist from their chairperson and staff personnel obtain this checklist from the Human Resources Office. This form should be submitted for signature, along with all keys, to the Facilities Management Office. Student employees return all keys to the faculty/staff supervisor. A final paycheck is not issued until this form has been appropriately signed and returned to the Dean of the College for the terminating faculty or graduate assistant, or to the Human Resources Office for the terminating staff member.



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2. In case of transfer to another department, an employee shall obtain a Key Request & Approval Card for the new keys required and turn in the old keys to the Facilities Management Office where the exchange will be noted on the records. Under no circumstances should employees trade keys among themselves.

Lost, stolen or recovered keys -

1. The keyholder shall notify the Facilities Management Office and the Department of Public Safety immediately by telephone when a key is determined to be lost or stolen.
2. The keyholder shall notify the Facilities Management Office and the Department of Public Safety immediately by telephone when a key is recovered.