

General Policy - Keys

Policy:

The Building and Grounds Department is charged with the responsibility to coordinate the key access and building security policies.

Procedure:

1. Each department is responsible for ensuring proper key and building security practices are maintained by all members of their department. This includes, but is not limited to:
 - a. Ensuring appropriate use of key(s) to maintain a secured area.
 - b. Financial responsibility of \$10.00 for re-keying by the respective department or employee in the case of lost or misplaced key.
 - c. Return of key(s) of a department member no longer needing access to an area.
2. Authorization for key access is provided by using the KEY REQUEST FORM. Upon receipt of an authorized request, Building and Grounds will process the request.
 - a. Duplication of a key, without proper authorization, is strictly forbidden and may result in personal financial responsibility and/or disciplinary action against the individual responsible for the duplication.
 - b. All keys issued through this authorization process are considered property of the College.
 - c. The lost or stolen key should be reported to the Building and Grounds Department at 224-5790.
3. Supervisors are responsible for completing a Key Request Form for any new employees or changes in their department. Master keys will only be distributed to full-time employees and only after authorization from the President, Vice President, or a Dean.
4. The supervisor or department chair is responsible for turning in the appropriate key(s) upon official resignation, retirement, termination, or transfer to a different department. The key(s) and signed return form will need to be returned to the Buildings and Grounds Department.
5. When a department is requesting a key for another department area, Buildings and Grounds will need to have the approval of the department of which is being requested.

History of This Policy:

Policy reviewed by the Operations Council on May 8, 2013 and approved by the Executive Council on May 31, 2013; February 21, 2019.

Reviewed: October 15, 2019.



KEY REQUEST FORM

DATE: _____ DEPARTMENT: _____
 ISSUE KEY(S) TO: _____
 Empl ID _____

(Check appropriate area(s) below)

- _____ NEW EMPLOYEE
- _____ CURRENT EMPLOYEE
- _____ TRANSFER FROM WHAT DEPARTMENT _____
- _____ REISSUE OF KEY(S) (Lost or Stolen)

NOTE: Bent or broken keys can be exchanged with the Buildings & Grounds Department without processing a key request form. Keys will not be sent via mail for any reason.

		Buildings & Grounds Office Use Only	
BUILDING	ROOM #	KEY #	DATE RETURNED

Purpose for request: _____

DURATION OF KEY ASSIGNMENT

- _____ **LONG TERM** Key is to be returned upon termination of employment or when no longer needed.
- _____ **SHORT TERM** Date key will be returned _____ *(Includes all individuals with an anticipated employment length of less than one year, including adjunct instructors.)*

AUTHORIZED SIGNATURE: _____
 Dean, Department Chair or Supervisor

Contact Person: _____ Phone: _____

Upon receipt of request in the Buildings & Grounds Department, keys are generally ready for pickup within 24 hours. You will be notified when the key(s) is ready.

For personal and building security, grand and building master keys will only be issued with authorization from the President, Vice President, or Dean.

Master Key Requested (Circle one): YES NO

Authorized by _____ Date _____