Policy Name: Key Policy

Responsible Department: Physical Plant

Approving Body: Policy Committee

Approved Date: Tuesday, December 15, 2014

Purpose:
N/A

Policy:
1. Keys are issued to individuals, not departments, the person signing for the keys will be responsible for the keys if lost or stolen.
2. Keys are issued and transferred through the Physical Plant department after a key request form has been filled out and approved by the building supervisor.
3. The Director of the Physical Plant is authorized to issue keys to all Physical Plant personnel staff that are required to perform the daily maintenance and upkeep of the university facilities.

TO CHECK OUT KEYS:

STEP 1. Key request forms can be picked up at the Physical Plant Office. The form must be filled out with all information and signed by the building supervisor prior to keys being issued.

STEP 2. Keys are to be picked up at the Physical Plant Office. The keys can only be picked up by the person to whom the keys are issued. Please allow a minimum of two (2) working days in which to duplicate the keys. Employees may want to call ahead to be sure that they are ready. Ext. 6470.

STEP 3. Lost or stolen keys are to be reported immediately to Campus Police, the Physical Plant Office, and the building supervisor. For the physical plant department to reissue keys, the employee must first:

A. Pay for the lost or stolen key(s) at the Business Office.
Master Key $50-500.00 each
Outside Key $25.00 each
Inside Key $10.00 each
Re-Keyed Cylinder $35-50.00 each

Replacement keys for re-keyed cylinders - See cost above.

B. Show receipt to the Maintenance Personnel to verify payment has been made
C. Follow steps 1 and 2 again..

If the building supervisor, at his/her discretion, deems it necessary to have the building, room, etc. re-keyed, a memo requesting the re-key needs to be sent to the Vice President for Business Affairs for approval.

**Procedures:**
None