

## POLICY

Effective Date: 4/30/1987

Approved by: University Facilities Council

Authority

Cancels: 450-10, Campus Key Policy

See Also:

### **POL-U5610.01**

### **ISSUING AND USING UNIVERSITY KEYS**

This policy applies to all university personnel who possess keys to university buildings and/or offices.

#### **Keys are Issued to Department Chairs and Administrative Unit Heads**

**Assignment of Keys.** Department chairs and/or administrative unit heads will be issued a master key(s) for all space for which they have direct responsibility, as well as keys for each lock in their assigned area. Individuals are authorized to receive keys by virtue of appointment to a department or administrative unit, or by the assignment of office or work space. Normally, an individual will be issued a key which provides access to a building, elevator, office or any other facility under the supervision of that individual. The individual will sign for and pick up the requisite key(s) from the University Lockshop. Each academic or administrative unit will develop its own method of key assignment and, in consultation with Public Safety, will develop a method for reserve key control. During periods of extended absence or by request, key(s) shall be returned to the University Lockshop.

#### **Individuals Are Accountable for Keys Assigned to Them**

**Responsibility and Accountability.** Upon reassignment to different space, or upon termination of employment, an individual must return all issued keys. Individuals and their assigned department will be held accountable for any loss of property and/or breach of security resulting from the loss or irresponsible use of keys.

**It is the responsibility of each key holder departmental chair or administrative head to notify Space Administration immediately if a key is lost.** That office will authorize the necessary rekeying of locks in the affected area. Costs of such rekeying will be borne by the department or administrative unit.

#### **Keys May Only Be Reproduced by University Lockshop**

**Reproduction of Keys.** Reproduction of keys to all academic and administrative space is to be authorized only by Space Administration and performed by the University Lockshop.