

In accordance with Policy 707 Access Control and Building Security:

Key Requests

- Only keys and card access that are necessary to an employee's job shall be issued.
- A Key Request Form and Card Access Request Form shall be filled out and submitted for proper signatures. A Space Move Form is also required for new employees and employees transferring offices or departments.
- If a department is requesting access to a space not assigned to them, appropriate authorization (typically by the department the space is assigned to) will need to be obtained before access will be granted.
- One key per area per faculty, staff, or student worker will be cut. Keys for department use will be the financial responsibility of the requesting department.

Key Pick-up

- Keys are picked up in Thorson Maintenance Center. Employees will be notified when their keys are ready.
- Keys must be picked up and signed for by the individual responsible for them. A representative from the department may pick up the keys as well, but their signature means the department is responsible for lost or stolen keys.

Key Returns

- All keys must be returned to Thorson Maintenance Center and a return receipt will be issued.

For employees transferring employment within the University, keys from the previous position must be returned before new keys can be issued.

- At termination of employment, all keys must be returned. The employee's most recent department of employment will be charged for any keys not returned.

Lost Keys

- A Lost Key Report will be filled out and sent to Facilities Management as soon as it is determined the keys are lost.
- All lost keys will immediately be reported to Facilities Management for review by the Associate Director of Maintenance and Repair and the lock shop.
- Lost outside door and master keys will be reviewed with the Director of Facilities Management and Director of Police and Safety.
- The department responsible for the lost key will be charged all costs toward securing the area (re-coring, key cutting, lock shop time, etc.).