

Revision Responsibility: Director of Facility Services

Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference: None

#### **PURPOSE**

To allow employee access to work areas while maintaining appropriate security over College buildings and property.

#### **POLICY**

I. Responsibility for Key Control

The facility services office will be responsible for issuing keys and maintaining records of keys issued.

II. Key Distribution

Keys will be distributed to employees according to the key distribution chart (Appendix A) included as a part of this policy, upon written authorization of the supervisor of the individual requesting the key(s).

III. Exceptions to the Key Distribution Chart

Requests for exceptions to the key distribution chart may be requested by an employee by submitting a written request, approved by the employee's supervisor, to the vice president responsible for the area in which the employee works and the vice president for financial and administrative services.

IV. Keys No Longer Needed

Employees shall immediately return all keys no longer needed due to changes in job responsibilities to the facility services office.

V. Termination of Employment

Employees must return all keys to the facility services office upon termination of employment. Final direct deposits will not be processed until all keys have been returned.

#### **PROCEDURES**

To request a key, employees must complete the "Key Card" form (Appendix B) available in the facility services office and submit it to their supervisor for approval. Upon approval by the supervisor, the employee must take the form to the facility services office to obtain the key(s).

*Revised: February 3, 1993; February 14, 2003 (new policy format); February 6, 2012 (added Appendix B, new policy format and updated titles)*