



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Administrative Services	TITLE:	FACILITIES KEY CONTROL
PURPOSE:	<p>For Administrators, Faculty and Staff to gain access to assigned areas within their departments.</p>		
PROCEDURE:	<p>Only active employees shall receive keys; a completed Personnel Action Form must be on file in the Business Office before keys can be obtained. The President, Vice Presidents, Business Manager, Department Deans or their assistants (if the manager has designated) can sign Key Request Forms. Department Chairs can initial as proof that they are aware of the request but only the Dean or their respective assistant’s signature will be accepted. Blank forms signed by the approving manager will not be accepted; the forms must be completely filled out before the Business Office will issue keys. Approving managers are ultimately responsible for retrieving keys or formally requesting keys to be returned to the Business Office at the end of one’s term. This includes: temporary assignments, termination, and retirement.</p> <p><i>THE KEY REQUESTOR:</i></p> <ul style="list-style-type: none"> • Picks up a Key Request Form from the Business Office (check with department first for form) completes all information on the form, including all rooms where access is needed; submit completed form to appropriate manager for approval; submit the approved form to the Business Office, pick up keys. • Everyone is responsible for their own keys, no loaning or transferring. Fees associated with lost keys are on the back of each request form; signature accepting responsibility is required. • Keys are to be returned to the Business Office at the end of each term or when no longer needed. Temporary Faculty/Staff that will not be returning the following semester are to return keys at the end of the each semester. Full Time Faculty/Staff need to return keys at the end of the assignment. <p><i>LEVELS OF KEY ACCESS:</i></p> <ul style="list-style-type: none"> • MASTER: Police Services, President, Vice Presidents, Head/Lead Custodian, Engineers, Evening/Weekend Administrators • SUB-MASTER: Department Deans, Custodians, Gardeners, Department Chairs • CHANGE KEY: Faculty/Staff <p>Key requests for individual room keys/sub-masters to be issued to any person not listed in the key level access criteria must be cleared by the Assistant Dean and Business Manager or designated Business Office Staff.</p>		



Key requests for a Master key or an additional Master key to be issued to any person not listed in the key level access criteria chart must be cleared by the Business Manager or designated Business Office Staff.

**** District, Physical Plant Director's Office is responsible for issuing and ensuring the return of keys to Contractors.**

LOCK CHANGES AND UPGRADES:

Requests are the financial responsibility of the requesting department. A formal request needs to be submitted to the Business Manager from the department Dean describing the reasons in detail for the change.

LOST KEYS:

- Please do not allow anyone to use keys issued to you as this may result in unnecessary fees entailed by you (key requester) in the event the keys are lost.
- Keys must be returned to the Business Office when no longer needed on a regular basis.
- The loss of keys must be reported immediately to Police Services and the Business Office.

Key replacement charges:

- \$10.00 Change Key
- \$25.00 Sub-Master
- \$50.00 Grand-Master

RESPONSIBILITIES:

1. **Requestor** – Responsible for keys(s) issued, return of key(s) when no longer required
2. **Dean, Vice President** – Initial approval of key request
3. **Business Manager** – Responsible for reviewing and approving special arrangements such as; lock changes and restricted keys
4. **Business Office** – Maintains access levels, issues and accepts returned keys
5. **Physical Plant, Locksmith**- Repairs locks and makes keys



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KEY WORDS			
<p>Master-High level all access to various areas Sub-Master-Medium level department multi-access Change key – Low level specific door access</p>			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			