

FACILITIES MANAGEMENT KEY POLICY

FMP employees are issued keys allowing access to university buildings which will be used strictly and only for the performance of job duties. All university owned keys, except those needed to access the key box, will be locked up at the end of the shift in an assigned key safe box or locker with an approved lock or padlock provided by the campus Lock Shop. These keys are your responsibility and shall be guarded at all times. All keys, if not in use, will be either locked up or attached to your person with an approved belt clip or key holder. Any university owned keys left out on carts or inside vehicles will be grounds for disciplinary action which will be determined by the immediate supervisor or Director of Facilities. No keys will be checked out or given to another employee without first checking with your supervisor. No keys are to be given to students workers unless that student is working with you and brings the keys back immediately. Listed below are the main features of the University key policy:

- Facilities Management shall be the sole source for duplicating, manufacturing, or cutting of any key to institution facilities or equipment. Commercial locksmiths are not permitted on campus except to gain access to privately owned vehicles or equipment.
- Persons issued keys are prohibited from duplicating or loaning such keys.
- Department heads are responsible for keys issued on a temporary or “need to have” basis to students or employees.
- All keys shall be the personal responsibility of the individual who signed the key request card as the recipient. Persons violating the key policy are subject to disciplinary action.
- Found keys must be turned in at once to Facilities Management lock shop or front office.
- Upon termination of employment, keys signed out to an employee must be turned in to the supervisor or the Facilities Management office.
- In the event of a security breach due to lost keys, determination whether to re-key will be made by the appropriate building manager, department or activity head, director of Campus Public Safety, and Facilities Management Director.
- Access to facilities by Facilities Management personnel shall be on an “as required” basis. Employees may not access facilities or enter buildings during their off hours unless they have received approval from their supervisor or the building is open to the general public.

I understand and will abide by this policy.

Signature

Date