



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
11/14/94**

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G3-150.0**

**SUBJECT  
BUILDING MAINTENANCE AND OPERATIONS**

**SUB-TOPIC**

**KEYS**

ISSUANCE OF KEYS

All keys to buildings, rooms and other institutional facilities are and must remain the permanent property of UTD and may be obtained only through the Physical Plant. Keys to laboratory and departmental equipment/furnishings are maintained and issued by individual departments.

The Key Request form (see Exhibit G5) is used to obtain authorization for the issuance of institutional keys to personnel and is initiated by the requesting department. Guidelines for issuance of keys are as follows:

1. Only Staff and Faculty members may be issued University keys and will be limited to two (2) keys for each area that they control unless written approval from the appropriate Dean and/or Senior Vice President for Business Affairs is obtained.
2. Students, lecturers and contractors will not be issued keys without written approval from the appropriate Dean or Program Head, if applicable. (The Deans will assist the Physical Plant in collection of keys not turned in by students who leave or graduate by placing a hold on the student's record so grades/transcripts cannot be released.)
3. Key Requests will not be honored unless the Department Head's name is on the "Delegation of Signature Authority" list along with the proper account number. Names of individuals who have been given signature authority for a department head must also be on the signature authority list.
4. All keys must be picked up at the Physical Plant Key Shop by the Requestor. Proper identification must be provided and a key control card must be signed.

Special arrangements may be made for disabled persons who are unable to travel to the Physical Plant to pick up keys.



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**KEYS, Continued**

5. Keys may not be borrowed by anyone. Each key issued is intended for use only by the individual to whom it was issued.
6. Under no circumstances may a key be duplicated.
7. Keys may be returned at any time, but all keys must be returned upon an employee's termination. The University Check-out Procedure shall be considered as the method of returning keys at termination. Keys returned will be matched with the key control card. Unauthorized keys will not be honored and will be confiscated.
8. The designated holder of key(s) is responsible for their security and care. All lost or found keys should be reported immediately to the Physical Plant and the Police Department.
9. A \$3.00 minimum fee will be charged to the responsible department budget for each key issued or reissued and shall include the replacement of broken keys.
10. There is a \$10.00 minimum charged for each lost key and this money cannot be paid with University Funds.
11. Grand Master, Building Master and Building Entrance Keys are not normally issued to faculty or staff personnel since campus buildings are accessible at all times. However, if it is felt a need exists to have such keys, a Key Request form should be properly completed by the requesting department and forwarded to the Physical Plant. (NOTE: Approval by the Senior Vice President for Business Affairs is required for issuance of Grand Master, Building Master and Building Entrance Keys.)



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**KEYS, Continued**

AUDITS

The Physical Plant will select 20 key carrying employees at random for audit purposes each year. A Physical Plant Key Audit form will be submitted to the responsible Department Head who will perform the audit and return the completed form to the Physical Plant.