



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
11/14/94**

**REVISION  
1**

**PAGE  
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.