



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
1

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SUBJECT
BUILDING MAINTENANCE AND OPERATIONS

SUB-TOPIC

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 Vice President for Business Affairs is required for issuance of Grand Master, Building Master and Building Entrance Keys.)