
SUBJECT: KEY ISSUANCE AND RETURN

1.0 PURPOSE

- 1.1. To establish policy and procedures for the issuance and return of keys.

2.0 POLICY

- 2.1. All keys are to be issued based upon job need criteria as established by individual department heads.
- 2.2. All key requests require a signature of approval from the department head and the building coordinator for the building in which the key is to be used.
- 2.3. Grand Master keys require the additional signature of the President and each building coordinator.

3.0 KEY REQUEST PROCEDURE

- 3.1. Obtain and complete a key request form with the required signatures for processing. Forms are available at the Physical Plant (Room 104) or on the Web.
- 3.2. The requesting individual will be notified when they may pick up their keys. The recipient of the key(s) issued is responsible to control the use of the key(s) and must be the one to sign for receipt of the keys at issuance.

4.0 ANNUAL KEY AUDIT

- 4.1. All key requests are listed and filed by the Campus Services Department.
- 4.2. Annually, a listing of keys will be provided to the Department Chair(s) or Supervisor(s) for an audit. Results of that audit will be returned to the Physical Plant for record corrections. Lost or missing keys will be handled according to Section 6.

5.0 RETURNING KEYS AND/OR TERMINATING EMPLOYEES

- 5.1. When keys are no longer required for access to facilities resulting from a change of job assignment on campus, moving your office, leaving school, or terminating employment, etc., keys must be returned to the Physical Plant, room 104.
- 5.2. Key return procedure
 - Obtain and complete a key return form
 - Obtain the signature of the immediate supervisor
 - Return all keys that were issued on the original request

- The return form must be signed by the Physical Plant Office Manager or Key Manager at the time keys are returned. No other signatures will be accepted.

5.3. Failure to return keys will result in

- Withholding of last paycheck
- Placement of an academic hold on student records
- Budget accounts will be charged for missing keys for individuals who neglect to turn them in

6.0 LOST KEYS

6.1. When keys have been misplaced, a lost key report must be filed with the Campus Services Department. Forms are available at the Physical Plant (room 104) or at <http://www.snow.edu/facilities/key1.html> . Theft or any other loss caused by failing to report lost or misplaced keys or not replacing cores or keys after they have been reported shall be the sole responsibility of the individual and their department.

6.2. The re-coring of doors and replacement of keys requires a fee of \$35 per door and \$2 per key. This will be assessed and paid by the key recipient. Replacement of card key or pass code for electronic locks will be \$12.50 per card or program change.

6.3. Lost key report procedure

- Obtain and complete a lost key report form
- Obtain the signature of your immediate supervisor
- Return the completed lost key report and proof of payment to the Physical Plant, room 104 prior to keys being re-issued

7.0 KEY DUPLICATION

7.1. Keys to campus facilities are the sole property of Snow College and will be duplicated only by the Campus Services Department.

7.2. The unauthorized duplication of college keys and the use of keys for unauthorized access to college building is a misdemeanor and is subject to criminal prosecution. These individuals will be referred to the Director of Public Safety for appropriate disciplinary action or prosecution.

8.0 ACCESS TO FACILITIES

- 8.1. Main doors to College facilities will be opened week days by custodial personnel or building coordinators by 7:00 am where appropriate and secured by Security personnel based on building usage.
- 8.2. Individuals will assume responsibility for turning off lights, locking of doors, and closing windows in their assigned areas and buildings.
- 8.3. If an individual should require after-hours access to a College facility for which he or she has not been issued a key, arrangements for access must be made through the building coordinator.
- 8.4. After-scheduled-hours utilization of College facilities is restricted to Faculty and Staff members and only for access to the offices and laboratories for which they have been issued keys.
- 8.5. Students who have been issued keys must have written approval from the department head and building coordinator to be in a building on weekends, holidays, and after 11:00 pm on weekdays.
- 8.6. Security of buildings and safety regulations will prevail over individual desires for access or convenience.