
Issuance Of Keys Policy

Effective Date

January 01, 2000

Definitions

Keys refer to any access device including but not limited to keys, cards, or access codes.

Policy

The operation of security systems and the administration and control of Keys and Access Cards is the responsibility of the Director of Facilities and Services.

- a. Grand Master Keys will only be issued upon written authority of the Director of Facilities and Services.
- b. Master Keys, Change Keys, and external door Access Cards will only be issued if authorized by the director, or his/her designate, and ONLY upon the written request of individual Department head(s).

Regulation

- i. Individual department heads will be responsible for all keys issued to staff members within their departments.
- ii. Department heads should use discretion in requesting keys.
- iii. If it becomes necessary to re-key a department because of lost, unreturned, or missing keys, the cost for replacement will be charged to that department.
- iv. Security, janitorial and maintenance staff will have unrestricted access to all areas of the University building except vaults. Any material of a highly sensitive nature therefore should be kept in the vaults.
- v. The issuance or loaning of keys and access cards on any basis other than those expressed is prohibited. However, holders of Grand Master Keys do have the authority to open doors upon request, if they consider the request to be legitimate.



Approved By

Executive Group

Amended Date/Motion No.

Amended - April 26, 2000

Related References, Policies and Procedures

General Security Policy

Applicable Legislation/Regulation

Responsible Position/Department

Facilities & Services