

# Physical Operations Policy 906

## Ordering Keys

Effective Date: August 30, 2022

Supersedes Date: July 27, 2016

Review Date: May 2028

Policy: Internal Process for Ordering New Keys, Returning Keys, Reissuing Keys

### Procedure:

- I. All initial requests for keys should be submitted via email to the CSD Administrative Associate.
  - a. Requests for student keys need to come from faculty or staff members.
  - b. Once a request is made, the CSD administrative associate will check to see if a key is available for reissue.
  - c. If the requested key is available, they will make an entry of the new holder's name, UID # and the date the key is reissued in the Key Control Spreadsheet.
  - d. Key transfers will be recorded through the B&F Door Access System when the key being transferred has an individual core mark.
  - e. Individual key holders will be responsible for reporting the loss or theft of the key and paying for its replacement if it is lost or stolen.
- II. Ordering a New Key
  - a. New key orders will be made by the CSD Administrative Associate.
  - b. Student keys must be requested by a staff or faculty member and must also be authorized with an email from the CSD Dean to the lock shop that includes the work order #, the student's UID # and permission to issue the key.
  - c. Key holders will need to present a university ID at the Physical Plant office in order to claim their key(s). Individual key holders will sign for keys and be responsible for reporting the loss or theft of the key and paying for its replacement if it is lost or stolen.
- III. Replacing Lost or Stolen Keys
  - a. If you have a lost or stolen key, you will need to file a police report with University Police reporting the loss of your key/keys. They can be reached at 678-4357.
  - b. Check to see if a key can be reissued to you.
    - i. If one is available, it will be reissued following the procedure listed above.
    - ii. If no key is available in house, the administrative associate will order a new key(s) for you following the procedure listed above.
    - iii. If you lose your keys, you will be responsible for paying for the replacement keys which are currently \$4/key.
- IV. Returning Keys
  - a. If you are graduating or leaving your position at the University, you are responsible for returning all keys to the CSD administrative associate or Physical Plant before you leave CSD on a permanent basis.

- i. They will log your keys back in on the Key Control Spreadsheet and through the B&F Door Access System.
- ii. Graduating students will have the appropriate return of their keys noted on their School Check Out form.
- iii. Any employees who receive keys from students or other employees who are leaving the University are responsible for those keys, including replacing them if they are lost or stolen, until they have been returned to the CSD Administrative Associate and have been logged into the School's Key Inventory.