



AUGUSTA STATE UNIVERSITY
Physical Plant Administrative Office
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Last Revision Date: February 11, 2002

Subject

Issue and Control of Building Keys

Purpose

To provide the policy and procedure for issuing and control of building keys at Augusta State University.

Policy and Procedure

The following is to be followed when issuing building keys:

1. Employees (faculty, staff, student interns) will be provided keys to access buildings and areas needed in the performance of their jobs. They will be responsible for maintaining these keys in a safe and secure manner, and return them when they transfer to another area, or end employment at Augusta State University.
2. All key requests will be made on a Work Request approved by the appropriate Department Head / Chair, and the Building Manager.
3. Keys controlled by a specific department shall be assigned to on-duty employees only on a temporary basis (daily). These keys will not be taken off campus.
4. Keys will be duplicated only by the Augusta State University Locksmith.
5. Augusta State University Building Managers will issue keys and maintain a list of employees who are assigned keys for their buildings. They will also collect keys to their buildings when employees leave. Keys issued to Physical Plant personnel will be issued by the Physical Plant who will maintain key assignment records.
6. All requests for Augusta State University great grandmaster keys will be approved by the Physical Plant Director and the Vice President for Business and Student Services, or the Vice President for Academic Affairs.

7. Keys for mechanical and electrical rooms and roof access will be issued only to Physical Plant personnel. Keys to computer service rooms will be issued only to Computer Service personnel.

Issuing Keys

<u>Responsible Person</u>	<u>Action</u>
Individual's supervisor	<ol style="list-style-type: none"> 1. Fill out Work Request form. 2. Submit form to Department Head/Chair for approval. 3. Forwards request form to Building Manager.
Building Manager	<ol style="list-style-type: none"> 1. Approves/disapproves the Request 2. Forwards approved Work Request to Physical Plant
Physical Plant	<ol style="list-style-type: none"> 1. Assistant Director of Plant Operations approves/disapproves. 2. Director of Plant Operations approves all Keso key requests 3. Logs in Work Request and assigns work order number. 4. Forwards work order to Lockshop.
Locksmith / Lockshop	<ol style="list-style-type: none"> 1. Fabricates or orders approved keys 2. Tests keys in the appropriate lock. 2. Delivers approved keys to the Building Manager, or Physical Plant Office Manager, if key to be assigned to Physical Plant employee
Building Manager/Physical Plant Office Manager	<ol style="list-style-type: none"> 1. Logs key in and signs key out to requesting individual. 2. Maintains records of employees having keys, to include a list of key numbers.
Employee	<ol style="list-style-type: none"> 1. Safeguards assigned keys. 2. Reports lost or stolen keys to both Public Safety and Building Manager within 24 hours. 3. Returns damaged or broken keys to Building Manager for repair or replacement.

4. Returns all assigned keys when leaving employment of his/her department.

Returning Keys

<u>Responsible Person</u>	<u>Action</u>
Immediate Supervisor	1. Ensures that employee who leaves the employment of a department, turns in all building keys to the Building Manager/Physical Plant Office Manager
Building Manager/Physical Plant Office Manager	1. Issues receipt to employees indicating date returned and key number. 2. Returns keys to Lockshop.

Attachment 1: Augusta State University Building Managers list

Approved: Therese H. Rosier 2-26-02
Therese H. Rosier Date