

<b>College Procedure:</b>	<b>304.9 – Keys</b>
<b>Policy Reference:</b>	<b>304 – Campus Safety and Security</b>
<b>Responsible Department:</b>	<b>Facilities &amp; Public Safety</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Facilities &amp; Public Safety</b>
<b>Effective Date:</b>	<b>6/14/2010</b>

**Version Number:** 3  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

The purpose of this procedure is to allow controlled access to buildings in such a manner that will afford protection of assets and occupants. This procedure explains the assigned responsibilities for keys and their use to individual employees, students and others using keys and authorizing the issuance of keys.

## The Procedure

Primary responsibility for the security of campus buildings lies with Campus Security. Responsibility for maintaining locks, lock hardware and issuance of keys belongs to Facilities & Public Safety. Responsibility for authorizing issuance of keys lies with the department heads and administrators. All campus keys are issued from Facilities & Public Safety. Facilities & Public Safety will maintain records of all campus keys.

### Requesting Keys:

Before requesting a key, the submitting department should consider the need. Many buildings are unlocked during work hours. An occasional or rare need to access an area or building should be handled by contacting Campus Security.

- Keys must be requested by the Department Coordinator, Dean/Director or Supervisor for individuals who require access to buildings and rooms.
- Requests for a grand master key must be approved by the Senior Director of Facilities or the President prior to being issued.
- Key requests for contractor must be submitted by the department responsible for overseeing the contractor.
- Key requests must be submitted with an online key request form found on Facilities KIN page.
- There is a form for full and part-time employees. Adjunct, work study and seasonal employees have a separate form.
- The individual submitting the request will be notified when the keys are ready to be picked up at Facilities.

- When picking up keys, the employee will be required to sign a key agreement acknowledging the receipt of keys and that they are not to loan, transfer, give possession of, misuse or alter the keys.
- Individuals who are issued keys shall be held responsible for their use. Possessing a Kirkwood key is for business use only and does not entitle the employee to use Kirkwood's facilities for personal use.

## Returning Keys:

- It is vital that each department ensures all employees return keys to Facilities when leaving employment. Failure to do so may render the department responsible for the expenses of lost keys and of a relock if it is felt there is a security risk.
- All keys shall be returned to the Facilities department by the person to whom they were issued so that the employee may be assured that his/her record is cleared.
- Under no circumstances are keys to be left in the department and handed to the next employee.
- Failure to return a key will result in a \$10 charge and assumes the same status as any other College debt.
- Keys issued to adjunct, work study students and seasonal employees that do not work year round must be returned at end of the semester worked. Departments will be sent a reminder that they have personnel required to turn in keys, as well as an email sent to the individual holding the key.

## Lost Keys:

- Lost keys shall be reported immediately to the Facilities department by filling out a Key Lost form online.
- A \$10 fee shall be assessed for a replacement key.
- If a replacement key is not required, the \$10 fee must be paid before the person's record is cleared.
- In the event that a Building Master key or Sub-Master key is lost, the person losing the key may be held liable for costs incurred in re-pinning all areas accessible.

## References

- Link: [Key Request Form](#)

## Definitions

Term	Definition
Term 1	
Term 2	

Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	6/14/2010	Troy McQuillen, Vice President, Facilities & Security	
2			New template 6/4/2018
3		Cabinet	Procedure template 9/9/2019