

Keys

University Facilities (UF)
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Approved by: Bob Wells, updated Todd Barnette

This document establishes official Procedure for requesting and issuing keys.

Summary

It is the responsibility of each University Facilities employee to comply with this key policy and procedure.

Issuing a Key

The Key Control Form must be completed for all keys to be issued to employees. Employees are responsible for the keys issued to them. All keys must be secured while in the employee's possession. This may be accomplished by the use of a lanyard, key ring or some similar device. When an employee leaves University Facilities, it is his/her responsibility to return all keys to the Building Security Coordinator and/or manager.

Key Check-Out & Return

The following conditions govern the use of keys by individuals and/or contractors to gain access to University academic and administrative buildings:

- Keys will be available for check out to University Facilities full-time staff only at the Facilities Dispatch Office.
- Keys will only be checked out when entry to a building is necessary for work to be performed. Keys will not be checked out for personal use.
- Employees will be required to sign out keys through the Facilities Electronic Check-out System.

- Keys may be kept a maximum of 2 weeks. If keys are needed past this time, the employee must return the key(s) to the Facilities Dispatch Office for verification and the key may be checked out for an additional 2-week period.
- Employees shall not share keys with one another. The individual issued the key(s) will be held responsible for actions resulting from the unauthorized loaning of a key(s).
- Most key rings contain multiple keys. The number of keys on each ring will be recorded upon check-out. All keys must be verified when returned. Keys shall not be removed from these rings. Failure to adhere to this requirement may result in disciplinary action.

Project Managers will be required to check out keys for contractors and are responsible for the keys return.

Keys must be returned to University Facilities Dispatch Office between 8:00 AM - 12:00 PM and 12:30 PM - 4:00 PM, Monday through Friday.

Lost Keys

Loss of keys will follow the progressive disciplinary process beginning with an oral reprimand for first incident and so forth. The employee will also be required to pay \$25 per key that is lost/stolen. Lost or stolen key(s) that have been issued to employees or contractors (by a Facilities employee) must be reported immediately to the Supervisor, Building Security Coordinator and University Facilities Dispatch Office (656-2186) in the Facilities Building, Room 135 on Klugh Avenue.

Acknowledgement

This Procedure must be read and acknowledged prior to issuance of key(s) to any Facilities' Employee or Contractor.

University Facilities Key Control Form

Employee Name: _____ Date: _____

User Name: _____ Employee ID # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Building: _____ Room # _____ Key # _____

Key(s) Agreement:

By signing below, I recognize that the key(s) issued to me today are the property of Clemson University. I accept responsibility for its(their) use and security. I understand that the key(s) cannot be duplicated nor transferred to any other individual. I will return the key(s) to Clemson University Facilities, Maintenance Services by the expected date of return, or upon termination or transfer within the University. I understand that failure to return the key(s) will result in a \$25 per-key charge and progressive disciplinary procedures."

Date of Issuance: _____ Recipient Signature: _____

UNIVERSITY FACILITIES CONTRACTOR

KEY CHECKOUT

I understand that I assume full responsibility for the security and safekeeping of any key(s) issued to me. In the event a key(s) is lost, I assume any further costs associated with building security. (This includes re-keying a building when a master key is lost.)

PROJECT MANAGER: _____

PROJECT: _____

BUILDING/LOCATION: _____

KEY #: _____

DATE OF ISSUE: _____

EXPECTED RETURN DATE: _____

Company: _____

Signature: _____

Date: _____

Name (print) _____

Office Address) _____

E-mail Address) _____

Office Phone) _____

Cell Phone) _____

RETURNED BY: _____

Date: _____