SECTION 5.2 Unit Key Control

Each unit is responsible for maintaining the security of all rooms in their area. This responsibility includes maintaining an accurate accounting of all keys held by the unit, collection of keys from all departing key holders and all keys issued.

Keys must be maintained in a Key Control Cabinet. Each key must be placed on a tag and the tag must be identified in the Key Register. The Key Register must maintain an accurate listing of all employees that have been issued keys.

Each time a key is issued or returned, the Key Register must be updated. When a lock is changed the key assignment for that door, cabinet, etc. must be updated.

The Key Control Cabinet must be kept secured at all times.

Follow the procedures outlined in Policy 5.1 Key Control Building to request additional keys, report lost keys or lock changes.

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations