



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

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| Title: KEY REQUISITION, REPLACEMENT AND RETURN | Code: GG0010 |
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Policy Reference: N/A

I. Key Requisition Procedure for Full-time Instructors and all Permanent Noninstructional Employees

- A. The Key Department will issue keys upon receipt of a properly approved key requisition form (Form 92:02) listing the employee's full name and status with a listing of areas needing access and lock numbers of cabinets, desks, etc.
- B. The minimum administrative level required for key approval is:
 - 1. For Faculty: Associate Dean
 - 2. For Staff: Department/Division Head
- C. Key records will be computerized, and all keys must be signed for and picked up by the person to whom the keys are issued. Keys will not be mailed.
- D. Key sets will be tagged with an identification number and can be brazed shut by the Building and Engineering Services Department.
- E. Other items of information:
 - 1. Keys are the responsibility of the person to whom they are issued and should not be loaned to others.
 - 2. Keys will not be issued to students or student workers, and keys should not be loaned to them.
 - 3. Agency employees will only be issued keys on a daily sign-out and sign-in basis, when prior administrative approval is given.
 - 4. No employee is allowed to approve a requisition for his/her own keys.
 - 5. Administrators are only authorized to approve key requisitions for physical facilities assigned to their department.
 - 6. Key requisition forms should be submitted at least one day in advance.

II. Key Requisition Procedure for Part-Time Day Instructors

- A. The Key Department will issue keys upon receipt of a properly approved key requisition form listing the employee's full name and status with a listing of



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areas needing access and lock numbers of cabinets, desks, etc.

- B. The minimum administrative level required for call-staff key approval is associate dean.
- C. Key records will be computerized and the record will be coded as a call-staff employee. All keys must be signed for and picked up by the person to whom the keys are issued. Keys will not be mailed.
- D. It will be the responsibility of the supervisor to retrieve the key sets from call-staff employees at the end of each semester.
- E. Key sets will be tagged with an identification number and can be brazed shut by the Engineering and Building Services Department.
- F. Other items of information:
 - 1. Keys are the responsibility of the employee to whom they are issued and should not be loaned out.
 - 2. Keys will not be issued to students or student workers, and keys should not be loaned to them.
 - 3. Agency employees will only be issued keys on a daily sign-out and sign-in basis when prior administrative approval is given.
 - 4. No employee is allowed to approve a requisition for his/her own keys.
 - 5. Administrators are only allowed to approve key requisition forms for physical facilities assigned to their department.
 - 6. The ordinary waiting period for key requests is one day.

III. Key Requisition Procedure for Part-Time Evening Instructors

The Key Department will issue keys for the evening faculty employee to the evening faculty supervisor upon receipt of the following:

- A. Paper and/or electronic verification of employment from Scheduling and Programming with a listing of room assignments.



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- B. Key records will be computerized and must be signed for by the evening employee through the evening faculty supervisor. The evening faculty supervisor is responsible for delivering the key sets to the evening employee.
- C. Key sets will be tagged with an identification number and can be brazed shut by the Building and Engineering Services Department.
- D. It will be the responsibility of the evening faculty supervisor to retrieve key sets from part-time evening instructors at the end of their evening teaching assignment.
- E. Other items of information:
 - 1. Keys are the responsibility of the person to whom they are issued and should not be loaned to others.
 - 2. No employee is allowed to approve a requisition for his/her own keys.
 - 3. Evening faculty supervisors are only authorized to approve key requisitions for physical facilities assigned to their department.

IV. Procedure for Reporting Lost or Stolen Keys

The following procedure should be followed when keys are lost or stolen:

- A. Notify the Key Department, Ext. 76418.
- B. Notify the Public Safety Department, Ext. 76516.
- C. Notify your respective supervisor and division head.
- D. File a Missing Property Report with the Key Department.

V. Replacement Procedure for Lost or Stolen Keys

There will be a two-week waiting period (from the time the keys have been reported lost or stolen) before replacement keys will be issued. The waiting period is required to give Public Safety time to do a thorough investigation and for the Key Department to determine whether any rekeying will be necessary.

If the lost or stolen keys are not returned or found, a replacement or new set of keys will be reissued after the following has been satisfied:

- A. The Missing Property Report has been properly filed with the Key and Public Safety Departments.



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- B. A properly authorized key requisition form is on file with the Key Department for a replacement set of keys.

Arrangements for providing access to rooms for employees during a two-week waiting period may include having the division head make provisions for the employee to use a loaner/spare room key which will be checked out daily;; or the division head can arrange for the respective supervisor(s) to provide access to rooms for employees. Cabinet/locker keys will be reissued immediately upon report of loss

The Public Safety Department will not be responsible for providing employees with access to rooms when keys are assumed or reported to be lost or stolen.

VI. Broken Keys, Tags, or Locks, Special Keying

- A. Broken Keys - Damaged keys will be replaced. The damaged key must be presented to the Key Department for replacement.
- B. Broken Identification Tags - Identification tags will be replaced after an order for a new tag is submitted to the Key Department. Replacement tag orders will be accepted in person or by phoning the Key Department, Ext. 6418.
- C. Broken Locks - Locks that are sticking, no longer work (both door and cabinets) should be reported to the Key Department for repair.
- D. Specialty Keying at the Request of a Department - If special keying or locks are requested (keying or locks requested after initial construction, renovation, or remodeling), the cost will be charged to departments through an internal transfer. A determination will be made by the manager of Engineering and Building Services as to the need for special keying.
- E. Re-keying or Lost or Stolen Keys - All rekeying as a result of lost or stolen keys will be charged to departments through internal transfer.

VII. Key Returns - Separations, Resignations, Terminations, Leaves of Absence

- A. Upon separation, resignation, or termination, keys must be returned to the Key Department on the last day of work. A minimum fee of \$75 will be charged back to the authorizing department for key sets not returned.
- B. In the event of extended prescheduled leave of absence, employees are required to return their keys to the Key Department on the last day of work preceding the start of their leave.



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C. Employees should return keys in person and keys should not be placed in MATC interoffice mail or MATC mailboxes.

Office of Responsibility: Administrative Services Division - Operations