



"Creating an excellent college experience"

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Section: Administration	
Subject: Key Requests and Key Policy	

**Key Requests and Key Policy:**

The objective of the key policy is to provide security and control for Dining Services operations and allow access as appropriate for business purposes. Because of security, it is imperative that the procedures are followed correctly. This same procedure applies to request keys for departments and buildings outside of Dining Services, if needed.

**Procedure for Requesting Keys:**

1. There will be absolutely no key transfers between employees
2. To request a key, fill out the form below:

\_\_\_\_\_

Date: \_\_\_\_\_

Employee Name	_____
A-Number	_____
Department	_____
Department Head	_____
UMC Number	_____
Employee Status (Circle One)	_____
Building	_____
Room	_____
Hook Number	_____
Prox Number (If Applicable)	_____
Additional Information	_____

3. The employee must have the hook, building, and room number in order for the form to be submitted.
4. Once the form is filled out, please e-mail to the Dining Services Staff Assistant.
5. After the request is processed, you will receive an email notifying you when you will be able to pick up the key(s) from the facilities department on campus.
6. Full time employees are not required to pay a deposit.

7. Part time employees are required to pay a deposit and it must be paid at the time of pickup. If the department is paying the deposit, the supervisor will give the employee a signed memo addressed to the Key Office stating that the department is paying the deposit and provide an OCC as part of the memo to pay for it.

#### **Picking up Keys from the Access Control Office**

1. Access Cards and keys cannot be obtained through the mail. They must be issued at the Access Control Office to the individual who requested access.
  - a. Proper identification will be required to pick up keys/Access Cards.
  - b. Keys or access cards must be claimed within thirty days
  - c. For keys or access cards not claimed within thirty days, The Dining Services Department will be billed for each key or card that has not been picked up.
  - d. Issued keys will be assessed a \$25.00 deposit.
  - e. A deposit of \$5.00 will be required on Access Cards.
  - f. All deposits are to be paid by the department requesting the key. No employee will be required to pay a deposit as part of their employment.
  - g. The deposit will be refunded when the keys or Access Card is returned

#### **Temporary Use of Keys:**

1. There may be instances when a key is loaned out to another employee for access to a building. In these instances, the following applies:
  - a. The key holder retains responsibility for any damages or unapproved access that occurs that is traced back to the loaned out key.
  - b. Keys should only be loaned out under extreme circumstances when there is not another solution.
  - c. Continual needs for loaning out a key requires issuing a key to the individual. Ongoing needs for loaning out keys must be reviewed and approved by the Executive Director on a case by case basis.

#### **Keys to personnel outside of Dining Services:**

1. Under certain circumstances, University access may be granted to outside vendors.
2. An Access Request Form must be signed by a Dean, Vice President, or Associate Vice President Facilities authorizing the issuance of the access. This request must also be approved by the Chief of University Police.
3. A \$500 fine will be charged to the department that authorized the request if key / Access Cards are not returned.

#### **Procedure for Lost Keys/Replacing Keys:**

1. If a key is lost, report it to the Dining Services Executive Assistant and the Access Control Office
2. If a key is stolen, report it to the Dining Services Executive Assistant, Access Control Office, and the University Police.
3. If a key needs replacing, please fill out a request form and indicate the replacement in the additional information box. Be sure to include the case number a stolen or lost key.

**Procedure for Turning in Keys:**

1. Keys will be returned to facilities by the employee to whom the key is assigned.
2. In some situations, a supervisor may need to turn in a key if the employee is not available.
3. In every situation, a receipt for turning in the key should be attained. Forward a copy of the receipt to the Executive Director.
4. Deposits will be credited back to the appropriate OCC with a receipt going to the Executive Director.

**Upon Leaving Dining Services:**

1. When an employee leaves Dining Services or transfers departments they must return their University keys and Access Card to the Access Control Office.
  - a. If an employee leaves the University without returning their keys and/or Access Card or paying the appropriate lost key/card fee, Dining Services is liable for the costs incurred to re-key.
  - b. The immediate supervisor is responsible to attain all keys assigned to a person upon their leaving.
  - c. Keys should be returned to the Access Control Office and notify the Executive Director of Dining Services of what keys have been returned.

FOR MORE INFORMATION ON USU KEY POLICIES GO TO  
<http://www.usu.edu/facilities/docs/keypolicy.pdf>