

	Procedure Number	5.1.2P
	Effective Date	November 4, 1993

The purpose of this procedure is to explain the process to check out keys, as well as to outline the specification of keys (l)2.7 -8.63 ( t)-3 (o)s (le98450 rf)-3Tuh75 0.4 0.( tr.. 0 Td( (R)-2.2 .6 v8.9 )-3i (y)-4.61 l i7R)-2.2 .6 a4

3/25/16, 7/26/22

and various contract service providers are affected

present two different keyway systems (EF and 1345) campus (including Albany County Campus), but does

B. *Building Master Keys* – Each building has its own Building Master key that opens most

The Physical Plant Director is responsible for maintaining the key control database and for supplying all Divisions and/or Departments with an accurate record of approved key request transactions through employee/key reports for the Cheyenne campus. The Associate Vice President of the Albany County Campus (ACC) is responsible for the same function at ACC. Residence Hall keys have a separate in-house procedure. Building and room keys can be requested only if they are necessary to perform the employee's job duties (more than one key of any area issued per person is highly discouraged, if multiple keys are issued and are used to "loan out," the employee that signed the keys out from the Physical Plant, will ultimately be held financially liable if the keys end up lost, stolen or missing.)

Supervisors may acquire keys under this policy for the purposes of re-issuing to their student employees. In this case(s), the Supervisor remains solely responsible for the keys under the terms and conditions outlined in this key issuance policy.

The classroom buildings are open Monday through Friday, usually from 7:30 a.m. to 10 p.m. Equipment-free classrooms are left unlocked Monday through Friday, from 7:30 a.m. to 10 p.m. Campus Safety and Security can open doors at any time (24/7), with proper identification. Personnel who work after hours, or only occasionally, and do not have keys, should call Security's after-hours cell number (630-0645, primary, or 630-0866, secondary) and request a security officer meet them to allow access to the building, classroom, or office in which they will be working.

A limited number of Grand Master or Building Master keys are available for check-out, on an occasional, temporary basis, in the Physical Plant/ACC office, with the proper authorization by the appropriate VP, Dean, or Director.

#### A. KEY CHECK-OUT

##### 1) Key Check-out: College Employees

- a. To request college building keys, college employees must complete a Key Check-Out Authorization form. The forms are located in each Division/Department Administrative Assistant's office, or the form may be obtained from the Physical Plant/ACC office. Complete all appropriate spaces on the request.
  - i. In addition to the employee information, the form must be signed by their Supervisor.
  - ii.



