
Policy: Key Control Policy

Policy No: 3.18

Approved: March 2006

KEY CONTROL POLICY

1. The College has established a key control policy that limits keys to the building's exterior doors.
2. The Buildings & Grounds Department maintains the key control system
3. Immediately report any lost or stolen keys to the Buildings & Grounds Department.
4. Key requests should come from the department head in writing or via e-mail to the Buildings & Grounds Department and should include the individual's name and the appropriate room numbers involved. Keys will then be issued at which time the individual will be asked to sign for them.
5. When an individual terminates employment or goes on temporary leave of absence, he/she is asked to return their keys directly to the Buildings & Grounds Department. ***Please do not "pass them on"***.