Building Services Key Control Policy

1) Keys for student workers are to be kept LOCKED in the lock boxes in offices at all times except when in use while on duty. Each key set is labeled specifically for a specific worker and a specific lock in the box.

2) At the beginning of the shift, the worker will unlock the key set using the lock combination that is provided. The worker will use the key set during the shift and then return and lock the key set to the corresponding hook at the end of the shift.

3) Workers will not “loan out” their key sets or share combinations with other workers. KEYS ARE NEVER TO BE KEPT BY A WORKER AFTER THEIR SHIFT OR TAKEN HOME.

4) If a worker needs to work when the supervisor is absent, the worker must call Campus Safety Dispatch to send a CSO to open the exterior and office door so the worker can gain access to their key set. When finished the worker locks up the keys and the office and leaves.

5) While on duty, workers will use their specific key set and access card to assist them in the performance of their duties. Key sets and cards are to be used only on duty for official use and activities.

6) Keys and cards are not to be used for unauthorized exploring, assisting friends, or personal use. Unauthorized use of keys and cards will result in discipline, up to and including termination of employment.

7) The supervisor is responsible for maintaining the integrity of the key box and must be able to give an account for all keys assigned to their name. These guidelines also apply to staff and the appropriate use of their keys (with the exception that staff may take their keys home).