

# Business Policy Letter

TO: All Members of the University Community

2006:02

DATE: March 2006

## KEY POLICY

(Supersedes 99:16 & 03:10)

### I. POLICY

Every employee is responsible for maintaining the security of University-owned property. This security can be maintained when each employee “locks the door” upon completion of a class or a workday. Controlling the distribution and usage of the keys will provide additional security. Unauthorized use or providing access to unauthorized individuals may result in possible legal action and/or disciplinary procedures.

### II. PROCEDURES

- A. The Director of Plant Operations has overall responsibility for the manufacture, custody, distribution, and record keeping of keys for all buildings on campus. All questions or comments regarding policies and procedures associated with keys should be directed to this individual or designee.
- B. The responsibility for key approval is vested in the requesting employee’s dean or director. The dean or director is required to assess the employee’s need for keys prior to giving written approval.
- C. A building master key provides access to all doors in a given building excluding highly sensitive areas. Each building or complex will be issued one (1) building master key, assigned to a designated individual within the building. However, if additional building masters are needed, written justification must be provided to the appropriate dean or director and written approval from the appropriate dean or director must be obtained. The Assistant Vice President for Physical Plant or designee may request a State Police record information search for individuals seeking building master keys.
- D. A series master key provides access to more than one building that is under the responsibility of a College Dean, and is not defined as a grand master.

- E. A grand master key provides access to more than one building. All requests for grand master keys must have written approval from the Assistant Vice President for Physical Plant. The Assistant Vice President for Physical Plant or designee will request a State Police record information search for individuals seeking grand master keys.
- F. All employees must sign for the receipt of issued key(s). The Director of Plant Operations or designee shall keep all key receipts on file.
- G. When an employee terminates employment, all keys must be returned to the building key custodian (assigned building representative).
- H. Keys no longer needed by current active employees should be returned to the building key custodian.
- I. In the event of a lost or stolen key, the employee must notify the appropriate dean or director within 24 hours. The dean or director must notify Public Safety and the Director of Plant Operations or designee.

In the event that a key is lost, the employee's department will be responsible for the cost associated with re-coring including keys, cores and labor.

- J. Under no circumstance should an employee give or loan his or her assigned keys to anyone else.
- K. Students authorized to have keys will receive them in the same manner as any other employee.
- L. DUPLICATION OF FERRIS STATE UNIVERSITY KEYS IS PROHIBITED.



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Contact: Director of Plant Operations

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