

Augusta University Policy Library

Key Control Policy

Policy Manager: Facilities

POLICY STATEMENT

The purpose of this policy is to set forth procedures for the issuance and control of keys, and for accounting for keys when employees, faculty and staff terminate or transfer. This policy also provides procedures for issuing keys to and retrieving keys from students.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

Keys to buildings, offices and any other secured areas will be issued to employees, staff, students and faculty on the basis of demonstrated need. The Personnel Clearance Form for all terminating employees, faculty and staff, must be cleared through the Augusta University (AU) Police Department Key Control Specialist. Students who have been issued keys, but who are not employed by Augusta University, shall clear directly through the AU Police Department Key Control Specialist. All requests for keys must be submitted to the affected Building Coordinator for approval and submitted to the Lock Shop on an Augusta University Key Request Form. Each building will have a Building Coordinator who is authorized to approve requests for keys for that building.

Persons who lose keys will be assessed \$25.00 to help off-set the cost of re-keying the lock. Those who lose Grand Master key will be assessed \$100.00 to off-set the cost of replacing lock cylinders in the affected areas. Those who lose a Great Grand Master key will be assessed \$250.00. Students who fail to return keys will be subjected to the same restrictions and penalties as students who fail to honor their financial obligations to the institution.

Issuance of Keys

The requesting Budget Unit will complete an Augusta University Key Request Form and submit it to the Building Coordinator for the affected building. For keys to student residences, the Director of Student Housing will complete the form and submit it directly to the Augusta University Lock Shop.

If the Building Coordinator approves the request, the Coordinator will forward the request form to the Augusta University Lock Shop via email at KEYANDLOCK@augusta.edu.

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Executive Sponsor: VP, Facilities
Next Review: 4/2028

For Great Grand Master Keys, the requestor must send the form to the Vice President for Facilities Administration for approval. If approved, the request will be forwarded by the Vice President for Facilities Services to the Augusta University Lock Shop.

The Augusta University Lock Shop will review each request form received and forward it and the key to the AU Police Department Key Control Specialist.

The AU Police Department Key Control Specialist will require the person to whom the key is to be issued to sign an appropriate form acknowledging receipt of the key and their responsibility to protect it and to return it and their agreement to pay a \$25 fee if the key is lost or a \$100 fee if the lost key is a Grand Master or \$250 fee if the lost key is a Great Grand Master key. The Specialist will record the issuance of the key in the key control computer database.

The Key Control Specialist and Lock Shop staff will maintain an up-to-date database for all keys issued and will prepare an appropriate report to be submitted annually to the Vice President for Facilities Services.

Return of Keys

The Human Resources Division will ensure that all terminating and retiring employees have obtained the signature of the AU Police Department Key Control Specialist on the required clearance form. The terminating or retiring employee will not receive his or her last paycheck until the required clearance form is received by Human Resources.

When a key is to be returned, it should be delivered to the AU Police Department Key Control Specialist. For terminating employees, faculty and staff, the Key Control Specialist will sign the person's Augusta University Personnel Clearance Form indicating the key has been returned. For all others, the Key Control Specialist will issue a receipt.

When an employee transfers to another unit any keys in their possession are to be returned to the Key Control Specialist who will reissue keys to replacement personnel as needed via an Augusta University Key Request Form.

Lost or Stolen Keys

The person to whom a key is issued must notify the Police Dispatcher immediately when a key is lost or stolen.

REFERENCES & SUPPORTING DOCUMENTS

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RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 4/26/2023

President, Augusta University

Date: 4/26/2023