

Policy 507.7

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Master Key File

4.1.1 The Physical Plant maintains a master key file for all University buildings and properties owned by the university. This permits the Physical Plant to provide additional keys upon written requests from a department head or authorized representative. Before a new building is completed and accepted, the Locksmith Supervisor will meet with the departments that are to occupy this building and develop a master key system that will work best for this building. The Physical Plant Lock Shop will make and provide all necessary keys to meet the departments requirements for access to the building and rooms. ASU Police Department will be issued keys as needed to maintain emergency access to all buildings and rooms.

4.2 Responsibility

4.2.1 Each department head is responsible for the issuance and control of keys provided employees under his/her supervision.

4.2.2 The Physical Plant provides its maintenance and building services personnel the required keys to perform their functions and is responsible for the issuance and control of these keys.

4.3 Lost Keys

4.3.1 When University keys are lost or misplaced, they should be reported to the ASU Police Department immediately. The location or locations where the keys had access should be provided at this time. Failure to report lost University keys could jeopardize another person's physical safety and personal property. Please return all lost keys that you find to the ASU Police Department.

4.4 Lock Changes

4.4.1 Costs for lock changes are charged to the requesting department unless the change is required as a result of malfunction, defective parts, or a lock that is inoperable due to no fault of the department concerned.

4.4.2 When it becomes necessary to replace a lock for security reasons or to request additional keys, a REQUEST FOR PHYSICAL PLANT SERVICES should be submitted to the Physical Plant. No one other than the Physical Plant is authorized to change or modify locks on the University campus. It is also a strict University policy that no keys are made by outside organizations, but are requested through the Physical Plant in the interest of security.

4.4.4 In order to maintain access in emergency situations, no lock should be removed from the campus master key system. Exceptions to this policy must have the approval of the Business Affairs Office.

4.4.5 Receipt of Keys - The Physical Plant Lock Shop cuts the keys requested and delivers them to the departmental office. Upon delivery the secretary or an authorized representative of the department is requested to sign for receipt.

5 Additional References

6 Authority

7 Contact Information

Physical Plant Department; 828.262.3190

8 Original Effective Date

9 Revision Dates