

# AP 155 - Keys to College Facilities and Equipment

**Procedure Category:** Business Services

**Subject:** Procedure for keys to college facilities

**Procedure Owner:** Director of Maintenance

**Related Procedures:** None

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## I. Procedure Scope and Purpose

College property should be kept as secure as possible, yet remain available for its intended use. Keys to College facilities and equipment will be issued on an as needed basis as authorized by College Administration.

## II. Definitions

- a. *Temporary Employees* - include individuals not hired as full-time or part-time staff, such as adjunct faculty.

## III. Procedure

- a. Keys will only be issued with a properly completed key request form.
  - i. Temporary employees of the College will be issued keys only for the duration of their contract and are required to return keys upon completion of the contract to HR.
  - ii. Vendors needing keys to complete an approved contract must sign in with the Director of Maintenance or designee and return keys at the close of business each day.
- b. Employee's supervisor will submit a key request form on behalf of the employee, stating specific areas of buildings or equipment the employee needs access to, reason for access, and if the need for access is temporary or permanent, based on the following criteria:
  - i. Employee must be responsible to lock or unlock a specific area; or
  - ii. Employee must supervise employees responsible to lock or unlock a specific area; or
  - iii. Employee must need access to a specific area at times the area is to be locked.
- c. Request form must be signed by appropriate Chair/Director/Administrator and the Vice President of Finance and Administration.
- d. Approved request to be sent to Director of Maintenance, copy to Director of Public Safety and Security.
- e. Key(s) shall be stamped for inventory purpose and logged in key inventory management software by Director of Maintenance.

- f. Key(s) shall be issued to employee by Maintenance or Public Safety personnel. Upon issuance, the employee will be required to sign acknowledgment of receipt and will be responsible for key(s) from that time forward until such a time as there is separation from employment.
  - i. Keys for temporary employees will be issued to the Director or Department Supervisor for issuance to the temporary employee and will collect the keys once the contract is complete.
- g. Upon separation from employment, all keys issued to any employee must be returned/collected by Human Resources during the exit interview. In such cases where there is no notice for the separation, keys may be returned directly to the Public Safety Department. Keys shall be returned to Public Safety personnel within 24 hours of separation, regardless of campus location. Any key that is collected by Public Safety after a person has separated from employment shall be returned to the Director of Maintenance so it can be checked back in through the key management software. If keys are not returned, a fee of \$75.00 per key will be charged on the separated employee's final paycheck.
- h. Upon loss of keys, employees are required to notify their supervisor so Campus Safety and the Director of maintenance can be notified to ensure the safety of the campus. A fee will be charged of \$75.00 per lost key on the next payroll cycle.
- i. Lending or borrowing of keys is not allowed. Employees should only have keys that have been approved by the key request form. Disciplinary action can and may be taken if this occurs.

**IV. Effective Date(s)**

This procedure first became effective 02/27/24.

**V. Signature and Title**

This procedure is implemented by: \_\_\_\_\_  
Title



**COWLEY COLLEGE  
KEY REQUEST FORM**

*All key holders are responsible for safeguarding any keys supplied to them and must be able to produce those keys upon request. Keys should not be loaned to others. All keys are the property of Cowley College.*

<b>Requested by:</b>	
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**Issue Key To:**

<b>Name:</b>	<b>Cowley ID:</b>
<b>Dept./Location:</b>	<b>Email/Phone:</b>
<b>Keyholder Job Title:</b>	
<b>Keyholder Status: Faculty ( ) Staff ( ) Adjunct ( ) Other ( )*</b>	
<b>*If other, please specify:</b>	
<b>Specific area/equipment to which access is needed:</b>	
<b>Justification:</b>	
<input type="checkbox"/> Keyholder is responsible to lock or unlock the specific area/equipment stated above.	
<input type="checkbox"/> Keyholder supervises employees who are required to lock or unlock the specific area/equipment stated above and may, therefore, be required to lock or unlock.	
<input type="checkbox"/> Position requires the keyholder to access the specific area/equipment stated above at times other than normal working hours.	
<input type="checkbox"/> Other, please specify:	
<b>Amount of Time Needed:</b>	
<input type="checkbox"/> Permanent	
<input type="checkbox"/> Temporary from: _____ to _____	

**Approval:**

<input type="checkbox"/> Supervising Vice President/Dean		<b>Date:</b>
<input type="checkbox"/> VP Finance & Administration		<b>Date:</b>

Key Inventory Number	Date Issued:	Date Returned:

**Acknowledgement: I agree that I have in my possession the above listed keys and understand that I am liable for their use.**

\_\_\_\_\_ **Date:** \_\_\_\_\_