The following procedures will be followed when requesting or when returning a key for a building, other than a residence hall:

**Requesting Keys**

Keys will be requested in writing by Unit Heads, through the appropriate Executive Council member, from the Department of Public Safety. The request will include the specific rooms or area the key should operate and the name of the individual who is to be issued the key. Keys will not be issued to students. If it is necessary for a student to have a key, the Unit Head or his/her representative will be issued the key and they will be responsible for the proper use and return of the key. Receipt of all keys will be acknowledged by the person receiving the key by signing a key receipt card.

**Lost Keys**

Lost keys should be reported immediately to the appropriate supervisor and the Department of Public Safety. The Department of Public Safety will be responsible for issuing replacement keys.

**Forgotten or Misplaced Keys**

If assistance to access an assigned workspace is needed during normal working hours, faculty/staff should contact the appropriate administrative assistant, unit head, department head, or dean. Public Safety will provide after-hour emergency access for faculty/staff members who need immediate entry to an assigned workspace. This space is limited to university assigned offices and scheduled classrooms and shall not include communal areas, laboratories, athletic areas, libraries or other areas owned and controlled by the institution.

**Returning Keys**

All keys will be returned to the Department of Public Safety upon termination of employment or when the key is no longer needed. The Department of Public Safety representative will acknowledge receipt of the returned key by dating and initialing the key receipt card. The final pay check will not be issued for terminating employees until all keys are returned to the Department of Public Safety.