



Approved By: Cabinet
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Category: Financial and Business Affairs
Contact: AVP for Facilities & Planning
(585) 245-5663

KEY CONTROL

POLICY

In order to assure a safe and secure campus for faculty, staff and students, and to provide for the security of property, supplies and equipment, the following guidelines for the issuance of keys and card access must be observed.

1. Keys/cards will be issued to those people who absolutely must have them to perform their job.
2. The issuance of keys and card access for campus buildings will be kept at an absolute minimum.
3. All keys and cards issued must be turned in to the Office of the Vice President for Administration by employees prior to separation from the College.
4. All lost or stolen keys and cards providing access must be reported to the University Police immediately upon discovery. Replacement keys or cards will not be provided unless the loss or theft has been reported.

PROCEDURES

1. Key Requests
 - a. Key requests can only be accepted from a dean, director, or department head. In addition, the request must identify the person for whom the keys are requested.
 - b. Key requests are to be submitted on the online Geneseo Maintenance Management System at least two weeks prior to the date needed.
 - c. Requests for office keys must indicate the appropriate building and room number.
 - d. Requests for equipment keys (desks, files, etc.) must indicate the key number which is stamped on the lock of the equipment, along with a description of the equipment.
 - e. No telephone requests for keys will be accepted unless there is an emergency.
2. Key Issuance
 - a. When ordered keys are ready, they will be forwarded to the Office of the Vice President for Administration. The requesting department will be notified that ordered keys are available for pick-up. Keys must be signed for by the person for whom they are issued. When picking up keys, the person signing for them must present a valid ID.
3. Key Return
 - a. In accordance with separation procedures, keys MUST be returned to the Office of the Vice President for Administration prior to separation from the College.
 - b. Keys may not be exchanged among people changing offices. The transfer of such keys must be made in accordance with the normal procedure for obtaining new keys (see "Key Requests").
4. Card Access
 - a. Card access is now available for various locations and buildings. The goal is to provide additional security within our buildings when such a determination has been made.

- b. Card access control procedures for academic buildings will be similar to those requirements for keys.
 - c. Card access control for residential buildings is the responsibility of the Office of Residence Life.
5. Other
- a. Keys to academic and academic support areas will not be provided to students except in those instances approved by the Office of the Provost, the Department of University Police and the Facilities Services Department.
 - b. Keys and card access for student rooms in residence halls are the responsibility of the Office of Residence Life.
 - c. Questions regarding Access Control including Campus keys or locks should be directed to Facilities Services, at 245-5663.