Key and Lock Control Policy for Campus

The Physical Plant through the Lock Shop is responsible for managing lock and key control for the Campus. The Physical Plant is the only department authorized to issue, install, maintain, repair and replace locks, lock cores and keys throughout campus.

Departments requiring keys must submit a Key Request Form to the Director of Physical Plant; these keys are the responsibility of the department head and faculty member. Physical Plant is required to obtain employee signatures when keys are issued or returned; reviews of departmental records are conducted by the Lock Shop. Upon separation from the College, the employee is required to return all assigned keys to the department; issuance of the final paycheck will be delayed until the keys are returned.

High risk departments may be granted specific authorization by University Police and Physical Plant to install security systems. To insure prompt and appropriate campus response to intrusion alarms, all remote alarm systems must be connected directly to the on-campus central alarm station located at University Police. The system may be connected to off campus locations in addition to the campus alarm.

Reporting and replacing lost or stolen keys:
When assigned keys are lost or stolen the employee must immediately notify the supervisor, who shall report the loss to University Police and Physical Plant. Locks and cores will be changed upon department's request or at the recommendation of the Director of Physical Plant. In the event that a key is lost due to staff negligence, the individual will be responsible for the replacement cost.

Departmental requests for installation of security devices:
Contracts for security systems such as intrusion alarms, computer and CCTV systems that require installation independent of the Lock Shop must be approved by University Police and Physical Plant prior to purchase. University Police and physical Plant will survey the locations to be secured and provide any other related information. All systems that generate alarm signals must be connected to the Campus Central Station and monitored by University Police.