Acquisition/Use of Keys CO 400.3:

**Purpose**

To provide Morehouse College employees with information regarding the acquisition and use of building and room keys.

**Applicability**

College Employees.

**Source**

The College Policy.

**Policy**

I. **Master Keys:**

   In general, College buildings are keyed to master systems, with sub-master systems as required by the unique uses and occupancy of the buildings’ space. Master keys are available only to appropriate persons or functional areas. The key system is necessary to provide for the security of people and property, to provide access in case of emergency and to provide routine access for maintenance workers.

   Any request for departure from standard master keying systems must be approved by the vice president for campus operations. The request should be forwarded through the physical plant for review and action.

II. **Responsibility for Issuing and Controlling Keys:**

   The vice presidents and deans of the College are responsible for issuing all building and room keys to members of their departments and divisions, maintaining records of keys issued and retrieving keys from departing personnel. At the discretion of the vice presidents or deans, key control responsibility may be placed on a departmental basis. In such instances the department chairs, heads and directors assume key control responsibility for their departments.
III. **Responsibility for Key Duplication:**

   It is the responsibility of Physical Plant Operations to maintain custody and control of original keys for buildings and rooms. College keys are to be duplicated only from the originals and only by the physical plant.

IV. **Key Ownership:**

   Keys are issued on a no-deposit basis, and ownership of the keys vests with the College. Departing members of the faculty and staff have an obligation to return all College keys to their department heads.

**Procedure**

I. **Procedure for Ordering Keys:**

   To order keys, the dean or department head should:

   1. Complete and sign a key requisition form.
      
      The key requisition should indicate the (a) departmental general expense account number, (b) name of the building, (c) room or rooms within the building and (d) number of keys required for each room.

   2. Submit the completed key requisition form to Physical Plant Operations.

      The ordered keys should be delivered to the department within forty-eight hours after receipt of the requisition.

**Revision History**

Last revision completed on 1.1.2008.