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| ACQUISITION OF KEYS & KEY CONTROL – 4:10:01:00 |
| Approval |
| Leadership Council Approved: October 28, 2016 |
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| Responsible Party: Vice President for Finance & Administration |
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I. PURPOSE

Requesting and issuing of keys to Motlow State Community College employees.

II. ACQUISITION OF KEYS

- A. Office door and other door keys are issued on a need-to-have basis to faculty and staff from the Director of Facility Services through the employee's Department Head.
 - 1. Employees may apply for keys by e-mailing their Department Head requesting certain keys. The e-mail request if approved by the Department Head is sent to the appropriate Vice President or Athletic Director.
 - 2. Once approved by the appropriate Vice President or Athletic Director, the e-mail is forwarded to the Director of Facility Services and the Facilities Administrative Assistant to have the key processed and ready for the employee to receive once the employee signs for the key.

- B. If a Grand Master key is being requested, the appropriate Vice President or Athletic Director shall forward the request to the President for approval. Once approved by the Vice President or Athletic Director and the President, the e-mail is forwarded to the Director of Facility Services and the Facilities Administrative Assistant to have the key processed and ready for the employee to receive once the employee signs for the key.

- C. Keys for securing cabinets, closets, desks, filing cabinets, etc., within a division are the responsibility of that division. The appropriate Department Head should have a copy of each key for such equipment within the department if an extra key is available.

III. KEY CONTROL

- A. Control of college keys is a serious responsibility.
 - 1. Keys should not be duplicated, loaned to students or other unauthorized personnel, or identified with name tags or other means which would facilitate their use in the event of their loss.
 - 2. Keys to cabinets and other equipment are controlled and issued by organizational elements of the College and should be safeguarded as are building keys.
 - 3. The loss of keys should be immediately reported to the immediate supervisor and the Director of Facility Services.