

KEY ISSUANCE POLICY

For the security and benefit of all, the lock system at Bowling Green State University must be as secure as possible. For that reason, the following policy applies to all key-holders, ***faculty, administrative and classified staff***:

When any person who possesses a university key leaves the employment of the university, the key(s) are to be returned to Facilities Services so that a receipt can be issued and the final paycheck released. Former employees who retain keys will be subject to police action for recovery of university property.

When employees transfer to other positions on campus, their keys are to be returned to Facilities Services and not taken to the new assignment. The new position will determine which keys are to be assigned.

Employee keys are not to be passed on to the employee's replacement; rather they will be reissued by Facilities Services' key unit.

If a key issue request necessitates making a new key(s), the requesting department will be charged \$2.50 per key. When possible, previously distributed keys will be reissued at no charge.

All keys need to be requested by description of the area to be accessed, not by the key number.

Employees must pick up their own keys and provide a Bowling Green State University photo ID in addition to the properly authorized blue key card. The department chair or college dean must sign all requests for individual keys or area sub-masters.

Requests for building master keys must include written justification for the issue as well as the approval of the vice president over the area.

Grand master keys exist for police use only. These keys are not available for issue at any level.

Alarm key requests need the written approval of the director of the area alarmed.

When an employee loses a key, the unit head must request the replacement key in writing.

If an assigned university key is lost or stolen, the employee is responsible for the following replacement charge: master key-- \$50.00, sub-master key-- \$25.00, individual key-- \$5.00.

Duplication of keys for any university facility or equipment except by the authorization of the Assistant Vice President for Facilities at Bowling Green State University is prohibited by Board of Trustees policy.

Additional information on the Key Issuance Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There are no references to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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