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**SUBJECT: KEYS**

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I. PURPOSE:

To provide policy for key control, access control, and the issuing and record keeping for university keys.

II. POLICY:

A. Keys

1. All university keys will be cut, issued and controlled by the university lock and key shop. Duplication of university keys, other than by the lock and key shop, is strictly prohibited by this policy and Utah state law. (Utah Code Annotated 63-9-22)
2. Each individual is responsible for his/her assigned keys. Keys will not be assigned to students. Faculty/Staff may redistribute keys to students on a limited basis as approved by the lock and key shop; however, Faculty/Staff will retain responsibility for their return.
3. All keys must be returned upon termination of employment or if the key is no longer needed. Upon termination of employment the departing employee must return all keys to the Human Resource office at their exit interview.

B. Security

1. Any lock or access control system to be installed, removed, or changed will be approved through the lock and key shop.
2. All areas of a building must be keyed to a master key system of the university. Exceptions to this policy must be approved by a dean or provost.
3. Security of University facilities and safety regulations will prevail over individual desires for access or convenience.

C. Lost or stolen keys

1. Lost or Stolen keys must be reported within 24 hours to the key shop. Individuals will also be required to file an incident report with Public Safety.



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 5.17**  
**Date Approved: 11/02/90**  
**Date Amended: 06/25/04**  
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2. If lost keys result in a need for a re-key the individuals department may be responsible for actual cost.

**III. PROCEDURES:**

Procedures for key issuing, lost or stolen keys, and key returns are available at the Plant Operations Key Shop or on line at [www.suu.edu/ad/plantop/maint](http://www.suu.edu/ad/plantop/maint)