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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 and building access.

II. POLICY:

A. Keys and Electronic Keys

1. All university keys will be cut, issued and controlled by the university lock shop. Duplication of university keys, other than by the lock 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 and electronic 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 and electronic keys must be returned upon termination of employment or if the key/fob is no longer needed. Upon termination of employment, the departing employees must return all keys/electronic keys to the Human Resource office at their exit interviews.

B. Security

1. Any lock or access control system to be installed, removed, or changed will be approved and completed by the lock shop.
2. All areas of a building must be keyed to a master key system of the university. Exceptions will require written approval by the lock shop with a signature from the President, Provost, or Vice President.
3. Security of University facilities and safety regulations will prevail over individual desires for access or convenience.

C. Lost or stolen keys

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