PURPOSE

The purpose of this procedure is to describe the conditions and process for issuing keys to TCL faculty and staff.

PROCEDURE

General

To maintain safety, security, and integrity of the campus, control on key distribution is necessary and limited to Strategic Leadership Team members, department heads, security and physical plant staff. The Facilities Management Director is responsible for issuing, duplication, and control of building keys.

A. All requests for keys will be submitted to Facilities Management using the eSupport work order system. Once the keys are made, the keys are delivered with a signature card to the requestor.

B. Upon signing the signature card, that person is responsible for the keys. Transfer of keys to another individual is not allowed. If the keys are no
longer needed, they are returned to the Facilities Management Director and the signature card will reflect that the keys were returned. Lost keys will be reported immediately to the Facilities Management Director.

C. Keys for an adjunct faculty, if required, will be issued to the Division Dean who will be responsible for the keys.

D. Permanent faculty and staff are generally issued keys to their office, storage closets, and file cabinets. Applicable temporary employees are generally not issued keys, but may be issued keys through their supervisor in cases of extended employment or special circumstances upon approval of the appropriate Vice President or Dean and the Vice President for Administrative Services.

E. Master building keys are issued only in limited cases.

- Instructional Division Deans will be issued keys to buildings related to their programs.

- Full-time faculty may be issued a building key only upon justified need and the recommendation of the Division Dean and approval of the Vice President for Academic Affairs and the Vice President for Administrative Services.

- Managers and Department Supervisors may be issued a building key for their area of responsibility upon justification of need with the approval of the appropriate Vice President or Dean and the Vice President for Administrative Services.

- A permanent TCL employee who requires access to a building on a one-time basis, at times not covered by the TCL security, may be issued a temporary key by the Business Office upon request to the Vice President for Administrative Services. The key is to be returned on the next business day following use.