

University of South Florida St. Petersburg Key and Lock Policy

I. Responsibilities

1. College/Department

It is the responsibility of each college Dean or Division Director to appoint a key coordinator(s) and provide Operations & Maintenance of Facilities (“OMF”) a list of buildings and/or room numbers under their control. Each College/Departmental coordinator would request key and lock work via established forms, and issue and retrieve department level keys for their levels of responsibility. It is the responsibility of the department to develop and enforce a key return policy.

2. Key Holders – University Personnel and Students

The holder of a key to any University facility assumes responsibility for the safekeeping of the key and its use. When leaving a campus area or building ensure that all doors are secured as they were upon arrival. It is understood the key will not be loaned or made available to others. All lost or stolen keys must be reported immediately through the key coordinator to University Police (873-4140) and OMF (873-4135).

3. Key Holders – Contactors, Consultants, Vendors and other Non-University

Before keys may be issued OMF requires a current signed document on company letterhead with the employee’s name and position, signed by the appropriate officer of the company, stating he is authorized to check out keys on the behalf of that company and that the company is assuming responsibility for all rekeying required to restore security due to keys lost or not returned. The Construction Project Manager will be responsible for issuance and return of keys.

II. Requesting Keys

1. Individual Door Keys

Submit a Key Request Form to OMF. Completed forms must be mailed or hand delivered to POR 102. The form can also be faxed to 873-4566. All forms must have a printed name along with the signature. The Key Coordinator will be notified by OMF when the key(s) are ready and he/she must sign for them at the OMF office (POR 102).

2. Master Key Authorization – Floor and Building

All instruction, professional, and clerical space in the building must be controlled by the department to request a master key!

Submit a Key Request Form to OMF. Completed forms must be mailed or hand delivered to POR 102. The form can also be faxed to 873-4566. All forms must have a printed name along with the signature. The Key Coordinator will be notified by OMF when the key(s) are ready and he/she must sign for them at the OMF office (POR 102).

3. Master Key Authorization – Grand Master (GM, 7993, 9775)

Submit a Master Key Request Form to OMF. This form **MUST** be either mailed or hand delivered to POR 102 only – no faxed copies allowed! The form must be authorized by the Regional Chancellor or OMF Director (The 9775 key must be authorized by the CMS Dean or the OMF Director).

III. Returning Keys

Return all keys to the issuing entity before leaving school, discontinuing employment, or transferring from your present location. Do not turn keys over to anyone else (such as another person who is assuming your position). **YOU WILL BE HELD RESPONSIBLE FOR ALL KEYS ISSUED TO YOU!**

IV. Lost, Stolen, Unreturned and Broken Keys

1. Lost, Stolen or Unreturned Keys

Lost, stolen or unreturned keys are to be reported immediately to University Police, OMF and the department Key Coordinator. Each department is responsible for the total cost of lock changes and new keys to secure the areas compromised by lost or stolen keys. The cost will be determined by OMF at the time of the incident.

2. Broken or Damaged Keys

If a key is broken or otherwise damaged the pieces must be returned to the issuing entity. There is no charge for a replacement key. If a key is broken off in a lock or is malfunctioning notify OMF immediately.

V. Annual Inventory

On July 1st of each year, OMF will develop and send to each college, department, and Construction Managers a list of Master Keys that they have been issued.

1. Colleges and Departments

Each campus department receiving this list shall complete an inventory and certify that all Master Keys are secured and accounted for. Inventory/certification must be returned no later than July 31st to OMF. Excess keys can be returned at that time. Departments will not be issued any additional keys after July 31st until their Master Key inventory/certification is properly signed and returned.

2. Construction Managers

Each Construction Manager will receive a list of personnel that they have authorized to secure Master Keys issued must complete an inventory and certify that all keys are secured and accounted for.