



Southeastern Louisiana University

Key Policy

Document History

Responsible Administrator: Vice President for Administration and Finance

Responsible Office: Physical Plant Services

Latest Revision: 4/10/2018

Policy Statement

We are committed to ensuring accessibility to our buildings while maintaining a safe and secure campus.

Purpose of Policy

The following policies are established to guide the request, issuance and use of keys for the university.

Applicability

This policy applies to all keys issued by the university.

Policy Procedure

- When requesting keys for faculty/staff members the requesting department must submit a completed service request form with the Department Head's signature and the Building Coordinator's signature to the Physical Plant Department.
- Upon picking up the key(s), the faculty/staff member will sign for the key(s), thereby assuming the responsibility. He/she will be advised of his/her responsibility regarding keys at this time. Faculty/Staff members will not be allowed to keep their keys when transferring or moving to a new office/building/department. Their current key(s) must be turned in before the new keys that are requested are issued to them.
- There will be an annual verification of keys that are still in the possession of assigned holders. This will assist the Physical Plant in being in compliance with the Office of Risk Management.
- Loaning of keys is prohibited.
- Unauthorized duplication of University keys could result in fines, disciplinary action, and/or prosecution.
- In the event a key is lost, Physical Plant will charge a replacement fee of \$5.00 per key. Additional fees may be charged for direct costs incurred by the University for items such as replacement of key cores (\$25 per core), etc. Additional fees may also be applied for persons with multiple occurrences of lost keys. New keys will not be issued to the faculty/staff member(s) responsible for the lost key(s) until all delinquent fees are paid to the Physical Plant department.
- When a faculty/staff member leaves the employment of the University, he/she is to turn in his/her keys to the Physical Plant Services Department.

Level One Key(s) – (Keys with the highest level of security)

- When requesting level one key(s) for faculty/staff members, the requesting department must submit a completed service request for with the Department Head's signature and the Building Coordinator's signature to the Physical Plant Department along with a letter of justification. All level one key(s) will also require the approval of the Vice President for Administration and Finance and the Physical Plant Director. The Physical Plant will route the request for the approval of the Vice President. There will be a limit of three key(s) issued per core. A mandatory minimum fee of \$100 per core will be charged to the requesting department if the key is lost.