



Lock, Key, and Electronic Access

Purpose

Locks, keys, and electronic access are a critical component to the safety and security of the Valdosta State University community. This policy provides guidelines for locks, keys, and electronic access.

Policy

All campus locks are the responsibility of Physical Plant and must be recorded, issued, and/or assigned by Physical Plant. Exceptions to this policy must be justified and approved by the Vice President for Finance and Administration. Keys shall not be duplicated except by the Key Shop, no exceptions. Disciplinary action may be taken for any case in which a key holder attempts to duplicate any key issued by the Key Shop.

Keys/electronic access will be issued based on stated and approved need (i.e., job requirements for employees) and as a good practice, should be kept to a minimum. All full time benefitted employees, part time and graduate assistant employees can request keys/electronic access to areas for which they are authorized by their respective dean or department head. All key/electronic access requests must be submitted via [key request form](#) with supervisory approval signatures. Secondary approval is required for certain level keys/access. All Master Keys/Access require secondary approval. Some Master Keys/Access must be approved by the Vice President for Finance and Administration. Other keys/electronic access may need secondary approval as determined by the Key Shop.

Keys/electronic access are issued and used for official University business only and should be used only for the purpose for which it was issued. Keys/electronic access shall remain in the possession of the key holder at all times and should never be loaned or used to open doors for anyone other than the key holder unless authorized and supervised. Damaged or broken keys are to be reported to the key control office immediately (or on the next business day)

Employees are responsible for the safekeeping of keys issued to them and are responsible for paying for replacement of lost or stolen keys. The amount of the key replacement charge depends on the level of access and will be noted on the Key Request Form. All lost/stolen physical keys must be reported to the Public Safety Department within 24 hours and a copy of the report forwarded to the Key Shop.

Prior to departing campus, terminating employees must return all keys to the Key Shop and present Human Resources with documentation from the Key Shop in order to complete out processing from the University.

Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

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|---|--|---|
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Graduate Students | <input type="checkbox"/> Undergraduate Students |
| <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Student Employees |
| <input type="checkbox"/> Visitors | <input type="checkbox"/> Vendors/Contractors | <input type="checkbox"/> Other: _____ |



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Policy Attributes

<i>Responsible Office(s)</i>	Plant Operations and Facilities Planning, 2903 N. Ashley St., 229-333-5875
<i>Approving Officer or Body</i>	Vice President, Finance and Administration, University Center, 1205 N. Patterson St., 229-333-5710
<i>Date Approved</i>	12/15/2008, 04/27/2009, 12/12/2012 Revisions approved by University Council 10/09/2019
<i>Next Review Date</i>	10/09/2021