POLICIES AND PROCEDURES

SUBJECT: KEYS POLICY

ISSUE DATE: 8/20/19

SUPERSEDES ISSUE DATE: 3/6/17

Policy Title: Keys Policy

Policy & Procedure Statement:

For reasons of security, office and other doors should be kept locked when the rooms are not in use. The appropriate Supervisor should make key requests. Keys are issued upon authorization by the Dean and are issued by any person so designated by the Dean. Keys should not be duplicated, and losses should be reported immediately to the Dean’s designee. Keys no longer needed should be returned.

Approved by:

[Signature]

8/20/19

CAO/Dean

Date