

## 920 - Keys Operational Procedure

### Purpose:

The Buildings and Grounds Department is charged with the responsibility to coordinate the key access and building security procedure.

### Procedure:

1. Each department is responsible for ensuring proper key and building security practices; are maintained by all members of their department. This includes, but is not limited to:
  - a. Ensuring appropriate use of key(s) to maintain a secured area.
  - b. Financial responsibility of \$10.00 for re-keying by the respective department or employee in the case of lost or misplaced key.
  - c. Return of key(s) of a department member no longer needing access to an area.
2. Authorization for key access is provided by using the Key Request Form. Upon receipt of an authorized request, Buildings and Grounds will process the request.
  - a. Duplication of a key, without proper authorization, is strictly forbidden and may result in personal financial responsibility and/or disciplinary action against the individual responsible for the duplication.
  - b. All keys issued through this authorization process are considered property of the College.
  - c. The lost or stolen key should be reported to the Buildings and Grounds Department at 701-224-5790.
3. Supervisors are responsible for completing a Key Request Form for any new employees or changes in their department. Master keys will only be distributed to full-time employees and only after authorization from the President, Executive Vice President, and/or a Dean.
4. The supervisor, dean, or assistant dean is responsible for turning in the appropriate key(s) upon official resignation, retirement, termination, or transfer to a different department. The key(s) and signed return form will need to be returned to the Buildings and Grounds Department.

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When a department is requesting a key for another department area, Buildings and Grounds will need to have the approval of the department of which is being requested.

**History of This Procedure:**

Policy reviewed by the Operations Council on May 8, 2013, and approved by the Executive Council on May 31, 2013; February 21, 2019.

Changed to Operational Procedure and approved by the President on October 13, 2023



**Key Request Form**

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

ISSUE KEY(S) TO: \_\_\_\_\_

EMPLOYEE ID \_\_\_\_\_

(Check appropriate area(s) below)

\_\_\_\_\_ NEW EMPLOYEE

\_\_\_\_\_ CURRENT EMPLOYEE

\_\_\_\_\_ TRANSFER FROM WHAT DEPARTMENT

\_\_\_\_\_ REISSUE OF KEY(S) (Lost or Stolen)

NOTE: Bent or broken keys can be exchanged with the Buildings & Grounds Department without processing a key request form. Keys will not be sent via mail for any reason.

		Buildings & Grounds Office Use Only	
BUILDING	ROOM #	KEY #	DATE RETURNED

Purpose for request: \_\_\_\_\_

**DURATION OF KEY ASSIGNMENT**

\_\_\_\_\_ **LONG TERM** Key is to be returned upon termination of employment or when no longer needed.

\_\_\_\_\_ **SHORT TERM** Date key will be returned \_\_\_\_\_ (Includes all individuals with an anticipated employment length of less than one year, including adjunct instructors.)

AUTHORIZED SIGNATURE: \_\_\_\_\_

Dean, Department Chair or Supervisor

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Upon receipt of request in the Buildings & Grounds Department, keys are generally ready for pickup within 24 hours. You will be notified when the key(s) is ready.



For personal and building security, grand and building master keys will only be issued with authorization from the President, Executive Vice President, or Dean.

Master Key Requested (Circle one): YES      NO

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

*Please call Building & Grounds at **224-5790** if you have any questions.*

*Form may be faxed to 224-2667 or sent inner office mail to Buildings and Grounds.*