



POLICY NAME	Building Key/Access Card Policy	POLICY NO.	BA422
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Business Affairs – Facilities & Operations		
EFFECTIVE DATE	15-DEC-2014	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

The purpose of the Key/Electronic Access policy is to establish clear guidelines and procedures for issuance, use and management of keys and electronic access cards to university properties. It establishes protocols that will protect employees and safeguard assets. It sets forth the expectation that the issued keys and/or electronic access cards are the responsibility of the person to whom they are assigned.

POLICY:

- Keys and electronic access cards are issued and transferred through the Facilities and Operations department after a key request form has been filled out and approved by the building supervisor.
- Keys/Electronic Access Cards are issued to individuals, not departments. The person signing for the keys/electronic access card will be responsible for the keys if lost or stolen.
- Building supervisors approve all access requests for their designated buildings.
- Facilities issues all keys and access cards to WNMU personnel staff for building access.
- Keys/Electronic Access cards must be returned to the Facilities & Operations Department upon separation of employment. Managers collecting keys must return them to the Facilities & Operations Department for reassignment.

TO CHECK OUT KEYS:

1. Key requests are located on the [Business Affairs Canvas/Facilities](#) page under “FORMS.” The form must be filled out with all pertinent information - incomplete forms will not be processed.
2. Keys are to be picked up at the Facilities Office. The keys can only be picked up by the person to whom the keys are issued. Please allow up to 5 working days in which to receive the keys/access cards. Employees may want to call ahead to be sure that they are ready @ Ext. 6470.

3. Lost or stolen keys are to be reported immediately to Campus Police, the Facilities Office, and the building supervisor. For the Facilities & Operations department to reissue keys, the employee must first:
 - a. Pay for the lost or stolen key(s) at the Business Office.
 - b. Show receipt to the Facilities Personnel to verify payment has been made
 - c. Follow steps 1 and 2 again to check out new keys.
 - d. If keys or access card have been stolen, you may present a copy of the police report in lieu of payment.

REPLACEMENT COSTS:	
Access Card	\$25.00 for replacement
Master Key	Replacement costs
Outside Key	\$25.00 each
Inside Key	\$25.00 each
Re-Keyed Cylinder	\$35.00-\$50.00 each
Replacement keys for re-keyed cylinders	See cost above