

iii. Report all discrepancies to Facilities Operations/Locksmith

- a. Student(s) may be authorized and approved to have keys/access on a limited-time basis. Student must return all keys/access at the end of program for which the student is granted access.
- b. Student's Key/access request shall include a written/descriptive justification of academic program, endorsement from an instructor and authorization from the respective dean. For business related access, respective AVP or designee of the administrative department shall provide authorization. The Director of Facilities Operations shall review and approve all keys/access requests. Approval will not be given to rooms with access to personnel, students' or other related security and/or confidential information.
- c. An academic or administrative department authorizing a key request for a student shall be billed an amount of \$~~2~~¹/₂

All master key/access request shall require additional review by the Director of Facilities Operations to determine the optimal access solutions to support the requestor's business needs. All master key requests shall include written explanation on how the master key will be appropriately secured on campus.

- iv. Separation from the University: Employee separates from the University through resignation or termination of employment. For separation from the University, the employee must file the "Separating Employee Clearance Sheet" and return his/her key(s) to Human Resources or directly to Facilities Operations as part of the separation process.
 1. If key/access is not returned within five (5) business days of employee separation from the University, the Director of Facilities Operations shall evaluate the security exposure caused by the missing key/access and employee's department shall reimburse Facilities Operations for the evaluation and rekey efforts.

All inquiries regarding this policy shall be directed to the Associate Vice President for Facilities Development & Operations.

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1. [Key Request form](#)
 2. [Separating Employee Clearance Sheet](#)

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1. Physical key stamped with key number and serial number
Magnetic swipe card, I-Button, or proximity bay card
 3. These key/access provide full access to all buildings and facilities on campus.
 - a. Access authorization levels: Access shall be restricted to select authorized University employees whose work areas across campus require such keys and access. If an academic or business need require such key and access, the request for key and access shall include academic or business need, the time period for this need and authorization by respective dean or AVP of respective department. As part of the review for approval,

the Director of Facilities Operations may consult with the Locksmith to verify if this access can be granted without issuance of Grand master(s).

4. : This key/access provides full access to one building or facility.
 - a. Access authorization levels: The issuance of this key/access shall be authorized by the respective Dean, AVP and approved by the Director of Facilities Operations. Where multiple campus departments are occupants in one building, Dean or AVP of respective department shall authorize the issuance of building master keys and the Director of Facilities Operations shall approve this key/access request.

5. : This key/access provides access to certain areas in one building or facility.
 - a. Access authorization levels: The issuance of this key/access shall be authorized by Dean or AVP and approved by the Director of Facilities Operations. Where multiple campus departments are occupants within parts of the building for which access is being requested, Dean or AVP of respective department shall authorize the issuance of building sub - master keys and the Director of Facilities Operations shall approve this key/access request.

6. This key/access provides access to a suite, one room or a group of rooms in one building or facility.
 - a. Access authorization levels: Authorization to issue this key/access shall be granted by the respective department Dean or AVP and approved by the Director of Facilities Operations.