

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/91**

**Number: 04-15**

**Section: Facilities and Services**

**Subject: Facilities - Keys to University Buildings**

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1. Other than during normal working hours, all buildings should be locked to maintain the security of both the buildings and their contents.
2. Faculty, staff, graduate assistants and students may be issued keys to University buildings upon the recommendation of a Dean, Vice Chancellor or the Chancellor via a signed key request form submitted to Facilities Management.
  - a. Keys are issued for entry to University buildings for the purpose of conducting University business only.
  - b. An authorized individual entering or leaving a locked building shall not permit an individual to enter who would not normally be permitted to enter the building during the hours it is locked.
  - c. An individual entering or leaving a locked building shall be responsible for securing the door and may be responsible for any loss or damage to University property resulting from failure to do so.
  - d. The loss or theft of any key should be reported immediately to the appropriate administrator who in turn will notify Facilities Management and University Police.
  - e. Keys which are found should be forwarded immediately to Facilities Management.
3. Assignment of keys to non-university personnel (construction workers, contractors, auditors, etc.) is authorized by the Assistant Vice Chancellor for Facilities Management.
4. It is the responsibility of the supervisor or department head to assure that keys from departing staff, faculty, graduate assistants or students are returned to Facilities Management. Facilities Management provides pick-up and delivery service if requested. Keys should not be reassigned by anyone other than Facilities Management keys administration staff. All keys issued remain the property of the University and shall be returned under the following conditions:
  - a. Upon transfer to another department or building,
  - b. Upon termination of employment, or
  - c. Upon the request of the supervisor or department head.
5. Master keys shall not be issued to any person below the level of dean or an administrator responsible for a building, except by specific approval from the Associate Vice Chancellor for Facilities Management.

Revised on 05/20/13.