



**PHILADELPHIA**  
UNIVERSITY



## **KEY CONTROL PROCEDURES**

### **PURPOSE:**

All keys and ID cards referred to in this policy are the property of Philadelphia University. The purpose of the key control procedure is to protect the property and privacy of Philadelphia University, as well as all individuals using the campus facilities.

### **FORMS AND PROCEDURES:**

All key requests must be made through the Physical Plant's online work order system, the iservice desk.

All ID card access requests must be made through Safety & Security.

The key request must include the following

-Name, ID #, department, position, supervisor, building/areas that need to be accessed and contact information of the requester.

- a. The key request will be sent to Safety and Security for approval.
- b. Once approved the key will be cut at the Physical Plant office and the requester contacted when it is ready.
- c. ALL keys must be picked up at the Physical Plant office where the requester must show a Philadelphia University ID and sign a key card.

Grand Master keys will only be issued to Physical Plant, Security or Housekeeping personnel.

Building Master keys are subject to review by the Assistant Director of Physical Plant and Director of Safety & Security.

Individual Operating keys will be issued to an employee that is assigned to a specific room/office number.

*\*Please note that requests may take up to 7 days to process. This period may be extended if parts are on order or if more information is needed to complete the request.*

**DUPLICATION:**

All keys and ID cards referred to in this policy are the property of Philadelphia University and are not to be duplicated by any faculty, staff, student or contractor.

Duplication of a key, or the possession of a duplicate key, will result in referral to the appropriate departments and is subject to disciplinary action.

**RETURN OF KEYS (Faculty & Staff):**

When an employee's need for a key no longer exists due to one of the following, the employee should return the key to the Physical Plant office.

- Departure or termination of employment
- Retirement
- Change of department/responsibility
- Extended leave of absence

**KEY TRANSFERS:**

All keys must be checked in and out of the Physical Plant office so that records may be updated and the new key holder may sign a key card. Direct transfers from one employee to another are prohibited.

**LOCK OUTS**

If a faculty or staff member forgets their keys, locks their keys in their office etc., Safety and Security can be called for access. Requests for duplicate keys will not be honored.

**OTHER UNIVERSITY KEYS:**

The policies covering other types of University keys are as follows:

Keys to other items of University property (e.g. desks, storage cabinets, study carrels, etc.) are to be controlled by an individual within the college or administrative area, utilizing signature logs or other evidence of receipt by the individual receiving the key.