

CONCORDIA COLLEGE  
PHYSICAL PLANT DEPARTMENT  
KEY REQUEST FORM

Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_  
 Student ID # \_\_\_\_\_  
 Department: \_\_\_\_\_ Position \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ Faculty \_\_\_\_\_ Administrator \_\_\_\_\_  
 Date: \_\_\_\_\_ Support Staff \_\_\_\_\_ Student \_\_\_\_\_

Keys Requested:

Quantity	Building	Room Number	Room Name	Key ID	Key way/pin code

Explain the need for the keys requested: \_\_\_\_\_

Have you been previously issued any of the keys requested? \_\_\_\_\_

Are these keys to be assigned as:

Permanent \_\_\_\_\_  
 Temporary \_\_\_\_\_ If temporary, date to be returned \_\_\_\_\_

Is the key request a result of lost or stolen keys? \_\_\_\_\_ If yes, please explain circumstances: \_\_\_\_\_

Security notified of any loss or theft.

Notified by: \_\_\_\_\_ Date notified: \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_

**Declaration and Signature:**

The keys as described above are necessary for use in performing my responsibilities as an employee of Concordia College. I hereby agree to use them in accordance with the Concordia College Key Control policy as printed on Page 2 of this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Authorizations:**

Have previous staff member's keys been returned? \_\_\_\_\_

Previous staff member's name: \_\_\_\_\_

Keys to be charged to account number: \_\_\_\_\_

Department Authorization: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Security Authorization: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Physical Plant Authorization: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Physical Plant Records:**

Keys cut by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Person to receive keys notified by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of keys cut: \_\_\_\_\_ Total cost: \_\_\_\_\_ Cash: \_\_\_\_\_ Charged: \_\_\_\_\_

Keys received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Information entered into key control by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## CONCORDIA COLLEGE KEY CONTROL POLICY

### GENERAL

In order to provide safe and secure teaching, office and other work spaces on the campus for all students and college personnel, a system of locks and keys to control access to those spaces is essential. The following guidelines represent the policies of Concordia College Physical Plant with respect to the authorization, issuance, use and retrieval of those keys.

### AUTHORIZATION

All college personnel, upon proper authorization, will be issued keys for such areas and equipment as is necessary for him/her to carry out the responsibilities of his/her assignment. Authorization for the issuance of a key for any campus facility must be granted by the Department Chairperson or Supervisor responsible for the facility in question. Only those keys necessary for performance of assigned duties should be authorized for issuance. This would include access to the building, access to individual offices of classrooms and access to storage or other spaces as necessary.

When situations exist where a student must have access to a facility, arrangements should be made through the Supervisor of that area or through the Director of Security. Authorization for the issuance of keys to students or student employees for any space (other than their residence hall room), is not to be granted except in cases where a clearly demonstrated need has been established and no workable alternative exists. In those cases, issuance shall be limited to keys for spaces within buildings and shall not include any key to the exterior doors of the building. Issuance shall be limited to short term temporary assignments only. A refundable deposit will be required for any keys issued to a student.

### REQUESTS

All requests for keys must be made on a properly authorized Key Request Form and presented to the Physical Plant Department. This form can be picked up at the Physical Plant office or assessed through Concordia College home page, under Physical Plant Department. No department or individual shall produce or have produced any key on their own accord. Unauthorized duplication of keys for college buildings or property will result in a \$50/key penalty being assessed to the department or individual.

### ISSUANCE

Key requests will be reviewed, processed and recorded by the Physical Plant Department. When acquiring new keys with equipment or furniture, properly update your key issuance record and file a copy of the key with the Physical Plant Department. Requests for the issuance of any master key will be closely reviewed and issued only as the need is clearly demonstrated. If a re-issuance of any key or the re-keying of any locks is due to the loss of keys, the cost of such will be the responsibility of the department or individual.

### USE

The possession of a key to a college facility carries with it specific responsibilities. Provide proper security and care of your assigned keys. Do not leave them unattended in any location where they may be exposed to unauthorized use or theft. Do not loan keys to other employees or students. Do not label keys with building or room names or numbers. Promptly report the loss or theft of any key to Campus Security (3123).

### KEY RETURN

Any unused, obsolete or no longer needed key must be returned to the Physical Plant Department. Whenever an employee retires, resigns, is terminated or for any reason leaves the employment of the college, all keys must be returned to the Physical Plant Department by the individual, department chair, director, supervisor or advisor. The returning of all keys assists in assuring the security of the campus and eliminates the cost and time involved in producing and issuing new keys. Failure to return keys may result in re-keying of locks and cost will be the responsibility of the department or individual.

### RECORDS

The Physical Plant Department will maintain complete records of all campus keys and their issuance. Copies of building keys must be filed and recorded. Copies of cabinets, desks, file cabinet and other furniture and equipment keys should be filed with the Physical Plant Department also. This will aid in the servicing, emergency basis opening and reproduction of those keys as needs arise. Records of key issuances will include a listing for each employee of the keys in his/her possession as well as a listing of each person who has a copy of a particular key.

### MASTER KEYS

Master keys will be issued only after a thorough review which must demonstrate the absolute need for a master key. Issuance of individual room or sub-master keys will be made rather than issuance of master keys whenever possible. Only individuals whose responsibilities necessitate that they have access to all spaces within a building will be issued master keys. No student shall be issued a master key. Student managers may be issued sub-master key when it is necessary for the carrying out of their responsibilities and proper authorization has been received.

### POLICY REGULATION

The Director of the Physical Plant will be responsible for implementation and enforcement of the Concordia College Key Control Policy. Review and approval by an authorized Physical Plant Department employee and the Director of Security will be necessary before any key request will be processed. Key surveys will be performed as necessary to update and review key issuance records.

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Concordia College does not discriminate on the basis of sex and is in full compliance with Title IX of the Educational Amendments of 1972.©  
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