

UAM OPERATING PROCEDURE 800.2

PROCEDURE FOR REQUESTING AND RETURNING KEYS

The following procedures will be followed when requesting or when returning a key for a building, other than a residence hall:

Requesting Keys

Keys will be requested via the current key control form by Unit Heads, through the appropriate Executive Council member, from the University Police Department. The completed key control form will include a list of the specific room numbers or area(s) the individual will be authorized to access and the name, UAM ID number, title, and department name of the individual who is to be issued the key prior to signature authorization of the appropriate Unit Head and Executive Council member. If an individual is to receive a former employee's or individual's keyset, please note this on the form. Keys will not be issued to students. If it is necessary for a student to have a key, the Unit Head or his/her representative will be issued the key and this individual will be responsible for maintaining a log of the proper use and return of the key. Key use logs should contain UAM ID number, key user name, and reason for use. Receipt of all issued key(s) will be acknowledged via the authorized individual's signature and date of receipt on their respective key control form(s).

Lost Keys

Lost keys should be reported immediately to the appropriate supervisor and the University Police Department. The University Police Department will be responsible for issuing replacement keys. Please note that this could incur additional costs beyond key replacement, up to and including re-cores of all locks operated by the lost key(s).

Forgotten or Misplaced Keys

If assistance to access an assigned workspace is needed during normal working hours, faculty/staff should contact the appropriate administrative assistant, unit head, department head, or dean. The University Police Department will provide after-hour emergency access for faculty/staff members who need immediate entry to an assigned workspace and are able to produce a valid UAM ID card. This workspace is limited to university assigned offices and scheduled classrooms and shall not include communal areas, laboratories, athletic areas, libraries or other areas owned and controlled by the institution.

Returning Keys

All keys will be returned to the University Police Department upon termination of employment or when the key is no longer needed. The University Police Department representative will acknowledge receipt of the returned key by dating and initialing the key control form or termination form. Returning to any other department is not permitted. The final pay check will

not be issued for terminating employees until all keys are returned to the University Police Department. This includes key cards for swipe access.

Revised: December 8, 2020

Revised: July 1, 2011

February 7, 2000