

## KEYS

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**Effective Date:** September 1, 2008

**Responsibility:** Human Resources Coordinator

**Amends Policy dated:** Handbooks, 2004

**Policy Number:** HRA 150

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### **Scope: All Employees and Students with BU keys**

Keys are issued through Facility Maintenance. Faculty and staff are issued keys upon request. Keys are authorized by the President, vice presidents, division deans, school chairs, residence hall deans and Director of Facility Maintenance. A need must be established and a key contract signed for each key. When keys are lost or not returned, the cost of re-keying will be charged to the employee's department.

Students may obtain keys through the same process as outlined above. Students are required to pay a key deposit of \$5.00 per key. Should a student worker not return a key, the cost of re-keying will be charged to the appropriate department or to the student's account depending on the circumstance.

The responsibilities of Facility Maintenance include maintaining a master set of keys for all campus locks, maintaining a list and number of keys issued, ensuring that all key requests are limited to the area jurisdiction of the individual making the request, changing locks and re-keying cylinders as required, and cutting additional keys as requested.

The responsibilities of employees include maintaining a minimum inventory of keys for locks in his or her jurisdiction, obtaining and keeping on file a signed key contract for each key issued to students and employees, reclaiming all keys from persons who no longer require them, issuing written requests to Facility Maintenance to cut additional duplicate keys, and informing the President or the Director of Facility Maintenance of any major security infraction or potential infraction.