UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION

Section:	Administrative	Procedure Number:	ADM-07
Subject:	**Key Control**	**Effective Date:**	**December 2010**
		Revised Date:	**April 2019**
Facilities Officer:		**Reviewed Date:**	**February 2023**

Standard Operating Procedure

Facilities and Construction is authorized to issue university keys to faculty, staff, graduate assistants, students, and individuals with an authorized relationship and requiring key access to university facilities.

Purpose

To develop a procedure for requesting, authorizing, receiving, and returning University of Toledo keys.

Procedure

(1) Key requests

- Keys can be requested electronically at https://keyrequest.utoledo.edu/login.aspx?ReturnUrl=%2f

- The requester will be notified by phone or email when the key is ready for pick up.

(2) Key returns

When keys are no longer needed by an individual, the keys are to be returned to the Key Control Department. Keys cannot be transferred to another individual except through the Key Control Department.

At time of transfer or promotion to another department, the department authority is responsible for ensuring all keys are returned to the Key Control department by the departing individual. The Key Control department will not issue new keys to the transferred or promoted individual until all keys to the former department are accounted for.

(3) Lost or unreturned keys

In the event a key is lost, or not returned, the department authorizing the key will be assessed a fee commensurate to the expense incurred by the university to replace the key and if necessary, re-core and reissue new keys. The decision to re-core and reissue new keys rests with the Senior Associate Vice President for Administration.