All University of Toledo building access keys, which are used by Facilities Maintenance personnel, are to remain on the University of Toledo property AT ALL TIMES.

**Purpose**

To control access and reduce the potential of lost keys.

**Procedure**

1. All University of Toledo keys, with the exception of the M.B., must remain on campus at a secured location chosen by the appropriate Manager.

2. If called in for repairs after the normal working hours, keys may be obtained through the office of the Central Control Center.