


Name of Policy: Key control Policy Number: 3364-20-09 Approving Officer: President Responsible Agent: Senior AVP, Administration Scope: All University of Toledo campuses		 Effective date: September 15, 2023 Original effective date: December 20, 2010	
Keywords: key, access			
	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement:

To provide authorized key access to university of Toledo buildings and areas within university buildings.

(B) Purpose

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

(C) Procedure

Facilities and construction is authorized to issue university keys to faculty, staff, graduate assistants, students, and individuals with an authorized relationship (i.e. visiting scholars, American council on education (“ACE” fellows, etc.) and requiring key access to university facilities. Procedure details can be found under the link entitled “ADM-07 Key Control” standard operating procedure (“SOP”) located at: <https://www.utoledo.edu/facilities/sop-approved.html>.

(D) Regulations

Facilities and construction maintains key control and shall be the sole source of approving, managing and disseminating keys for the university of Toledo. Persons to whom keys to university facilities are issued are prohibited from duplicating such keys from loaning such keys to any other person, or from transferring such keys to another person. All keys are to be returned to key control when no longer needed. The key control department is prohibited from issuing any key to any person except as provided herein. Persons violating the university key policy are subject to disciplinary sanctions.

All purchases regarding locks, keys, and/or locking hardware must be approved by the office of facilities and construction. The office of facilities and construction will not compromise the security system by cross keying systems. Only qualified employees of the office of facilities and construction, or contracted resources authorized by the office of facilities and construction, are authorized to make keys, change or work on locks.

The office of facilities and construction shall be the sole source for the making, duplicating, manufacturing or cutting of any key. For requesting a re-core or to report a problem with key, contact facilities operations, main campus 419-530-1000 or health science campus ("HSC") 419-383-5353.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Gregory Postel, MD President</p> <p>Date: September 15, 2023</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • Senior Associate Vice President, Administration • Executive Vice President, Finance and Administration/CFO • Senior Leadership Team 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • 01-20 Keys (former Health Science Campus policy, effective date July 1, 2003) • V-8-2 University Key Control Rules and Regulations (former Main Campus policy, effective date February 10, 1999) <p>Original effective date: December 20, 2010</p> <p>Review/revision date: July 16, 2019 September 15, 2023</p> <p>Next review date: September 15, 2026</p>
--	--