Standard Operating Procedure

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 locations 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.