

# Troy University Key Control Policy

## Policy Purpose

The purpose of the key control policy is to maintain reasonable building security for the safety of personnel and the protection of property, while allowing access by personnel to authorized spaces within the campus.

## Key Definitions

*Academic Grand Master:* allows access to all assignable space within all academic and administrative buildings.

*Academic Sub Master:* allows access to a limited area within buildings such as in a specific department.

*Residence Life Grand Master:* allows access to all assignable space within all residence halls.

*Residence Life Sub Master:* allows access to a limited area such as a community director's scope of responsibility.

*Auxiliary Grand Master:* allows access to all auxiliary spaces within all buildings.

*Auxiliary Sub Master:* allows access to a limited area such as all housekeeping closets or all IT spaces.

*Single Operator:* allows access to a single space.

*Off the Master:* locks will NOT be keyed "off the master" without the approval of the Chancellor's Office.

Departments requiring additional security may request to have security cameras installed at their expense.

## Training

It is the responsibility of the Administration, Deans and Directors to communicate the importance and proper use of keys. The following instruction must be provided to all direct reports:

1. Keys may only be used by those designated who have agreed to control and safeguard the key(s).
2. Keys may not be loaned or passed out to another person.
3. All construction contractor keys require Physical Plant Director approval. Key(s) will only be issued with a \$100 refundable deposit required for each key (checks only, made payable to Troy University).
4. All personnel terminating their employment with the university (i.e., retirement, new job, etc.) must return all assigned keys to the Physical Plant Key Shop. Transference of keys to incumbent personnel is not permitted.
5. It is against Troy University policy to duplicate any key. Violators risk losing all key usage privileges.
6. All keys are to be used for university business only.

All new personnel must be instructed in the key policy before keys are issued. An annual review of these policies is to be conducted by Administrators, Deans and Directors with all direct reports and their staff.

## Lost or Stolen Keys

All lost and/or stolen keys must be reported to both Campus Security and Physical Plant immediately.

Each individual assigned a key(s) assumes financial responsibility for any lost or stolen key(s). The following replacement fees apply for each key that is lost (please contact the Physical Plant if you feel there are mitigating circumstances that would result in a fee waiver):

Grand Master – \$1,000 minimum and up to the cost of re-keying buildings affected

Sub Master – \$500 minimum and up to the cost of re-keying areas affected

Single Operator – \$50

Post Office Box – \$10 for replacement of lost key; \$50 for re-keying the box

**I have read and understand the Key Control Policy and realize that I will be charged for any lost, stolen or non-returned keys.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date