**Key control**

*Effective: July 2025*

**Purpose**

The purpose of this policy is to establish a uniform system for the issuance, control, use, and return of keys at Pierpont Community and Technical College (PCTC) to ensure the security of facilities, equipment, and personnel.

**Scope**

This policy applies to all faculty, staff, students, contractors, and visitors who require access to college buildings, offices, and other secured areas using physical keys.

**1. Key Definitions**

* **Key Holder**: Any individual issued a key to a college facility.
* **Master Key**: A key that opens multiple locks within a designated area.
* **Key Control Officer**: The Maintenance Manager or their designee responsible for managing key distribution and records.
* **Key Request Form**: Official form used to request issuance or return of keys.

**2. Responsibilities2.1 Facilities Department**

* Maintain a secure key inventory system.
* Approve and track all issued keys.
* Ensure only authorized individuals receive keys.
* Respond to lost/stolen key reports and rekeying requests.

**2.1 Department Heads/Supervisors**

* Approve key requests for their staff.
* Ensure keys are returned at the end of employment or reassignment.

**3. Key Issuance Procedures**

* All key requests must be submitted via the Key Request Form and approved by the department head.
* Facilities will verify the request, maintain records, and issue keys accordingly.
* Key recipients must sign an acknowledgment form agreeing to follow the policy.

**4. Key Return and Transfer**

* Keys must be returned to Facilities upon:
  + Resignation, termination, or retirement.
  + Reassignment or transfer within the college.
  + Upon request from Facilities or Security.
* Keys may not be transferred between employees without proper documentation and approval.

**5. Lost or Stolen Keys**

* Lost or stolen keys must be reported immediately to the Facilities Department and Campus Security.
* The Facilities Department will assess the need for rekeying affected areas.
* The responsible party may bear the cost of replacement or rekeying.

**6. Unauthorized Duplication or Use**

* Duplication of college keys without authorization is strictly prohibited.
* Use of keys for unauthorized access or by unauthorized individuals may result in disciplinary action.

**7. Master and Grand Master Keys**

* Issued only to personnel with significant operational responsibilities.
* Require approval from the Facilities Manager and The President of PCTC.
* Subject to annual review and inventory.

**8. Periodic Audits**

* The Facilities Department will conduct regular audits to ensure compliance with this policy.
* Departments must cooperate with inventory and compliance checks.

**9. Enforcement**

Non-compliance with this policy may result in:

* Revocation of key privileges.
* Disciplinary action up to and including termination.
* Financial responsibility for any resulting damages or rekeying costs.

**10. Policy Review**

This policy will be reviewed biennially by the Facilities Department and the Office of Administration to ensure effectiveness and relevance.