

OLD DOMINION UNIVERSITY
University Policies and Procedures

3201 - ISSUING OF UNIVERSITY FACILITIES KEYS

Statement:

- (1) Only university employees, residents, and graduate students will be issued keys for education, general, Webb Center and university housing facilities as follows:
 - A. Faculty members may be issued keys to university facilities upon recommendation of their department chairman and approval of the dean.
 - B. Staff members and graduate students may be issued keys to university facilities upon the recommendation of the department chairman, administrative head or the official in charge of the facility, or his/her designee.
 - C. Faculty, staff and students may be issued keys for university housing, Webb Center and Dining Services upon the approval of the Director for each of these facilities.
- (2) Special assignment of keys, when requested or required for contractors or departments who may require access to mechanical rooms, will be approved by the dean/directors and forwarded to the appropriate director of Maintenance Services, University Housing, Webb Center or Dining Services.
- (3) The director for the facility or facilities for which keys are issued shall be responsible for the custody and issue of all keys and shall maintain a current record of all keys issued.
- (4) Master keys will be issued only upon approval of the President or the Vice President for Administration and Finance.
- (5) All keys shall be returned to the University upon termination of employment, transfer to another organization, upon being granted a leave of absence (more than 30 days) from the campus and upon request of the issuing authority.
- (6) **KEYS SHALL NOT BE TRANSFERRED AMONG EMPLOYEES AND STUDENTS UNDER ANY CIRCUMSTANCES.**
- (7) The loss or theft of keys is to be reported to the director from whom the key was issued immediately. A \$5.00 replacement fee will be charged for any key lost by university employees and graduate students. A \$15.00 replacement fee will be charged for students residing in university housing.

- (8) The director for the facility or facilities for which keys are issued may duplicate keys only upon written authorization of the Vice President for Administration and Finance. No duplicate key will be issued without this approval.
- (9) **NO ONE OTHER THAN A UNIVERSITY LOCKSMITH IS AUTHORIZED TO CHANGE LOCKS IN ANY UNIVERSITY FACILITY WITHOUT APPROVAL OF THE DIRECTOR WHO IS RESPONSIBLE FOR THE KEYING SYSTEM OF THE FACILITY.**

Responsibility: Vice President for Administration and Finance

Authorization: James V. Koch, President

Date: December 1, 1988; Revised June 16, 1993