

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**3202 - ISSUING OF HOUSING OPERATIONS KEYS**

Statement:

- (1) University housing employees will be issued keys upon the recommendation of their immediate supervisor and approval by the Director of Housing Services. Students will be issued apartment or room and building keys upon check-in to their residential facility.
- (2) The Assistant Director of Housing for Facility Management shall be responsible for the custody and issue of all non-student keys and shall maintain a current record of all keys issued. Resident Directors shall be responsible for the custody and issue of all student keys and shall maintain a current record of all keys issued.
- (3) Housing master keys will be issued only upon the recommendation of the Director of Housing Services to the Vice President for Administration and Finance. Master keys will not be issued to students.
- (4) All keys shall be returned to the University upon termination of employment for staff or upon withdrawal from residential facilities for residence students.
- (5) A \$15.00 replacement fee will be charged for any key lost.
- (6) Keys may be duplicated only upon authorization by the Assistant Director of Housing for Facility Management.
- (7) Any employee who duplicates keys without authorization of the Assistant Director of Housing for Facility Management shall be subject to disciplinary action.

**Responsibility:** Vice President for Administration and Finance

**Authorization:** Joseph M. Marchello, President

**Date:** December 1, 1988