

The University of Texas at Austin
Division of Housing and Food Service

KEY AND ID/ACCESS CARDS

All employees and vendors entrusted with access privileges through secured doors must safeguard their keys and/or access cards and ensure that they are not used indiscriminately. Loss or misuse of a key or ID/Access card is a serious offense that may lead to disciplinary actions up to and including dismissal. The disciplinary action taken will vary based on the severity of the loss and the circumstances contributing to the loss. If keys or cards are lost they must be reported to the supervisor immediately. The supervisor must report this to the Assistant or Associate Director immediately upon being notified.

KEYS

1. No Masters will be issued without Associate Director Approval.
2. All keys will be issued by the lock shop. The attached "**Key Request Form**" must be completed by the supervisor and faxed, mailed, or hand delivered to the lock shop before any keys are issued. When an employee resigns, retires, or is terminated the manager/supervisor is responsible for collecting and verifying all keys and returning them to the lock shop. You can request a list of each employees issued keys from the Lock Shop at 232-9044.
3. Swapping and loaning keys is **strictly prohibited**. If additional keys need to be issued they must be requested in writing from the lock shop using the Key Request Form.
4. Duplication of keys is allowed only with proper approval and by work order. The approval must be routed via the Associate Director.
5. Master keys are not regularly carried and are not to be taken from the university campus.
6. No key will be issued to staff, vendor, or contractor without a signature, phone number, department or business name, and signature of the person they are issued to.
7. Each employee is responsible for the keys assigned or checked out by him or her. All **Building Master** keys are required to be attached or secured to the employee's person by lanyard or other suitable device at all times.
8. Broken keys must be returned to the lock shop before a new key is issued.
9. Each employee is responsible for the master keys retrieved from the captures located in selected areas. It is the employee's responsibility to retrieve the correct capture key upon returning the master.
10. Under no circumstances will keys be used to admit persons into rooms, offices, or buildings unless those persons are performing specifically assigned duties.
11. Each area that has a key cabinet that contains masters will be responsible for inventorying it daily for missing keys.

ID/Access cards

1. No access card will be issued to staff, vendor, or contractor without a signature, phone number, department or business name, and a signature of the person they are being issued to.
2. All access cards issued by area offices and 24 hour desks must be returned by the end of the business day unless approved in advance by the Manager, Assistant Director, or Associate Director.
3. Under no circumstances will keys be used to admit persons into rooms, offices, or buildings unless those persons are performing specifically assigned duties.

The University Of Texas at Austin
 Division of Housing and Food Service
KEY REQUEST FORM

Employee name _____ Date _____

Employee UT EID _____ Work Area _____

Provide room or hook numbers for key issue information _____

Supervisor requesting keys: Name (print) _____ Signature _____

Manager/Assistant Director Approval (print) _____ Signature _____

Mail form to the Lock Shop in San Jacinto room 0314 or Fax to 232-7381

Please do not fill in the area below. Official business only

<u>Unit</u>	<u>Key Code</u>	<u>Description</u>	<u>Date Received</u>	<u>Employee Initial</u>	<u>Date Returned</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I acknowledge receipt and accept full responsibility for the keys listed above. I agree to abide by all DHFS policies and procedures regarding keys. I agree not to loan, make duplicates, and keep secured to my person at all times. My supervisor has reviewed all key polices and procedures with me. I understand that inappropriate use or loss of these keys may result in disciplinary action up to and including termination.

Signature (print) _____ Sign _____ Date _____

Supervisors: All keys must be returned to Lock Shop upon separation of employment.