

BLACK HILLS STATE UNIVERSITY
Policy & Procedure Manual

SUBJECT: Office/Building/Classroom Key Distribution
NUMBER: 6:3

Office: Facilities Services

1. Purpose

This policy sets forth the process for key distribution at BHSU to maintain the security of all university buildings.

2. Policy

- a. Keys will be issued to faculty, staff and student employees for access to appropriate buildings and offices/rooms as deemed necessary for their work duties.
- b. Faculty, staff, and students may maintain possession of university key(s) during employment, but the keys remain the property of BHSU.
- c. Employees who copy keys, loan keys to others, or prop doors open for unauthorized individuals may lose their key privileges.
- d. Any employee who is issued a key(s) is personally responsible for them. If a key is lost, it should be reported immediately to Facilities Services.
- e. Replacement keys will carry a replacement charge of \$15 per key for an office or classroom key; \$50 per key for a building master key; and \$100 per key for a grand master key.
- f. When a faculty or staff member leave employment at BHSU, all issued keys must be returned to the Facilities Services office or the employee's supervisor.
- g. Department Heads must sign a key request form before students are issued keys.
- h. Grand master key requests require justification for the work-related need and must have the approval of the Associate Vice President for Facilities & Sustainability prior to being distributed. A list of grand master key distribution

will be maintained in the Office of the Vice President for Finance & Administration and will be reviewed annually.

- i. Facilities Services will perform ad hoc key audits to ensure faculty/staff/students have the keys that have been issued to them.

3. Procedures

- a. Faculty and staff members may submit a key request for offices, classrooms, or buildings using the on-line DocuSign form: [BHSU Office/Classroom Key Request Form](#). The employee's supervisor and department head or dean must approve the key request.
- b. If a master key is being requested, please use the online DocuSign form: [BHSU Building/Grand Master Key Request Form](#). The employee's supervisor, and department head or dean, Associate VP of Facilities Services and VP of Finance and Administration must approve the master key request.
- c. If a key is lost, the on-line DocuSign form (Shared Folders/Facilities Services/Lost Key) should be completed immediately. Payment for the lost key shall be provided to Facilities Services at the time of notification, but not later than before a new key is issued.
- d. Upon leaving employment or changing jobs at BHSU, keys should be given to the supervisor who will reassign the key to the new employee, if appropriate. Facilities Services must be notified of the new key assignment by supervisors completing the on-line DocuSign form (Shared Folders/Facilities Services/Key Request). If reassignment is not appropriate, the key should be returned to Facilities Services immediately upon employee's departure.

4. Responsible Administrator

The Associate Vice President for Facilities & Sustainability, or designee, is responsible for the ad hoc and annual review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 8/24/2020.