



**Effective Date: January 1, 2015**

**Subject: Facilities - Keys to BRTC Buildings**

1. Other than during normal working hours, all buildings should be locked to maintain the security of both the buildings and their contents.
2. Faculty, staff, and students may be issued keys to BRTC buildings upon the recommendation of a departmental Vice President via a signed key request form submitted to Facilities Management.
  - a. Keys are issued for entry to BRTC buildings for the purpose of conducting BRTC business only.
  - b. An authorized individual entering or leaving a locked building shall not permit an individual to enter who would not normally be permitted to enter the building during the hours it is locked.
  - c. An individual entering or leaving a locked building shall be responsible for securing the door and may be responsible for any loss or damage to BRTC property resulting from failure to do so.
  - d. The loss or theft of any key shall be reported immediately to the appropriate administrator who in turn will notify Facilities Management and BRTC Security. Keys shall be kept secured at all times and are the sole responsibility of the person issued the keys. Loaning keys are strictly prohibited.
  - e. Keys which are found shall be forwarded immediately to Facilities Management.
  - f. Under no circumstances are keys to be copied or duplicated.
3. Assignment of keys to non-personnel (construction workers, contractors, auditors, etc.) is authorized by the President, Vice President of Administration, or the Director of Physical Plant.
4. It is the responsibility of the supervisor or department head to assure that keys from departing staff, faculty, or students are returned to Facilities Management. Maintenance will provide pick-up and delivery service if requested. Keys shall not be reassigned by anyone other than the Director of Physical Plant staff. All keys issued remain the property of the BRTC and shall be returned under the following conditions:
  - a. Upon transfer to another department or building,
  - b. Upon termination of employment, or
  - c. Upon the request of the supervisor or department head.
5. Master keys shall not be issued to any person except by specific approval from the President, Vice President of Administration or the Director of Physical Plant.

Revised on 05/13/14