



## KEY POLICY

### Facilities Management

Facilities Management has established the following methods of issuing and retrieving keys on campus in order to protect the security of the campus buildings.

#### KEYS TO STUDENTS

When authorizing a key for a student, please use the **Student Key Authorization** found under **Forms**. Print form, fill it out as completely as you can and submit it to the Facilities Management Office. The form must include Supervisor's signature, Area or Building Manager (if different than supervisor and the signature of the student receiving the key. There **MUST** be a date of return for all students. The student then presents the form to the Facilities Management office with their Boxer Card as required ID.

Students should be reminded by their supervisor to return their key(s) to the Facilities Management office on or before the date of return listed on the submitted key authorization form. All student keys must be collected and received in the Facilities Management office no later than commencement each year unless a re-authorization is received to [facilities@pacificu.edu](mailto:facilities@pacificu.edu). If keys are not returned, a key charge will be added to the student's account.

#### KEYS TO STAFF or FACULTY

When authorizing a key for a staff or faculty member, please use **Staff-Faculty Key Authorization** found under **Forms**. Print form, fill it out as completely as you can, and submit it to the Facilities Management Office. The form must include Supervisor's signature, Area or Building Manager (if different than supervisor and the signature of the staff or faculty member receiving the key). For the date of return, most employees are "end of employment" unless they are an Adjunct Faculty or temporary staff. In this case there **MUST** be a date of return. The individual to be issued the key(s) then presents the form to the Facilities Management office with their Boxer Card as required ID.

As of January 1, 2016, when staff or faculty leave the university, they **MUST** return their keys. It is the responsibility of the individual to see that the keys are returned to the Facilities Management office. Failure to do so will result in a replacement charge of \$25 per key. Charges will be deducted from the individual's final Pacific University paycheck. If keys are identified with staff or faculty who are no longer employed with Pacific University but are still listed in our data system, we will assess a replacement fee that will be charged back to the authorizing department.

**\*\*ALL BUILDING MASTERS MUST BE APPROVED BY THE DEAN OR DIRECTOR THAT OVERSEES THE BUILDING AS WELL AS APPROVAL FROM THE DIRECTOR OF FACILITIES MANAGEMENT, NO EXCEPTIONS**

#### IF LOCK CHANGE IS NECESSARY:

If the security of the building is compromised by a staff, faculty, or student who has not returned their university key(s), it will be the responsibility of the authorizing department to cover the costs for any and all lock re-cores. This cost is in addition to the student fines or "replacement" fees assessed.

Please email [facilities@pacificu.edu](mailto:facilities@pacificu.edu) or call EXT. 2213 if you have any questions.