

# **Policies and Procedures for Staff and Vendor Keys**

## **Request and Authorization**

- All requests for continued or temporary use of Building Master Keys, Building Control Keys and special security keys will be made to and authorized by building management (building manager, chief engineer, security director).
- A building representative will record the following authorization information before distributing the key(s);
  - Date
  - Name and signature of the individual taking possession of the key
  - Name and signature of the individual authorizing the request
  - Description and key identification number
  - Key ring identification number (if any)
  - Projected return date/time

## **Record Keeping / System Administration**

- Building management will delegate someone to review and reconcile the Building Master Key authorization information every six months.

## **Fulfillment and Distribution**

- The engineers will cut and stamp the Building Master Key(s) and record the all pertinent information in the key records.
- The Engineer will secure the Building Master Key(s) onto a security key ring.
- Engineer will deliver the key to the Office of the Building.
- Office of the Building Staff will log the appropriate information on the authorization form and inform the requester that the Building Master Key(s) are ready to be picked up.
- The requester will pick up the key and sign log book next to work order.

## **Collection**

- All temporary keys should be collected on the projected return date/time.
- All keys that have been distributed on a continued basis should be returned on the last day of employment.

## **Storage**

- Individuals who have been issued Master Keys will not bring them outside of the building.
- Building master keys issued to staff members and vendors will be fastened to security key rings.
- When master keys are not in use they will be stored in secure cabinets.