



POLICY: 6Hx28:11-03

Responsible Executive: Vice President, Business Operations and Chief Financial Officer

Policy Contacts:

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 10-16-2007

Date of Last Policy Review:
10-16-2007

Key Control

Policy Statement:

The president or designee shall establish procedures for the distribution and return of keys.

Policy History:

Adopted 12-11-74; Amended 12-17-75; Amended 1-19-83; Amended 11-18-92; Amended 10-16-07

Procedures:

- I. Keys will be checked out to authorized employees of the College through the campus plant operations office. Faculty members are authorized to receive keys to their offices and upon request to the campus presidents, to the building in which they are located. Instructors needing keys to specialized areas on campus may request permission from the campus presidents.
- II. Duplicate keys shall not be made.
- III. A key may not be transferred to or used by persons other than the individual to whom the key has been issued.
- IV. A lost key must be reported immediately to the campus plant operations office, in writing.

- V. All keys shall be returned to the plant operations office when an employee leaves the College.

**Procedure
History:**

Adopted 10-16-07

Date of Last Procedure Review: 10-16-2007