



**POLICY: 6Hx28:11-03**

**Responsible Executive:** Executive Vice President, Administrative Services

**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

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## Key Control

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### Policy Statement:

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

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### Policy History:

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

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### 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 Provosts, to the building in which they are located. Instructors needing keys to specialized areas on campus may request permission from the Campus Provosts.
- 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.

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**Procedure History:**

Adopted 10-16-07

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**Date of Last Procedure Review:** 10-16-2007