

Piedmont Virginia Community College

Section III – Buildings, Grounds & Facilities Policies

III – 3.0 Key Control

Effective Date: October 2019

Last Revised: April 2026

Responsible Dept.: Facilities Department / Vice President of Finance and Administration

1. Purpose

The purpose of this policy is to provide a framework by which keys to the college buildings will be issued, monitored, and maintained. The facilities manager shall implement and oversee the procedures set forth herein.

2. Policy Statement

As a matter of campus security, the college has established restrictions on the issuance of keys to faculty and staff; in addition, those with keys are required to follow this policy and all procedures to ensure that there is no unauthorized use of them.

3. Definitions

N/A

4. Applicability

This policy applies to all faculty and staff, and to any individual who is granted authorized access to any Piedmont Virginia Community College (PVCC) property and to all keys and devices that control access to PVCC.

5. Responsibilities

5.1 Individual Responsibility

No person shall knowingly possess an unauthorized key to property owned by the Commonwealth of Virginia.

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at pvcc.edu/nondiscrimination.

All members of the college community are responsible for keys assigned to them.

All keys remain the property of PVCC. Keys that are no longer needed shall be promptly returned to the facilities manager or designee.

Keys are not to be transferred from their assigned carrier to another.

Lost or stolen keys must be reported immediately to the division dean or responsible supervisor. A new Key Request Form must be completed. The cost to the individual requiring a replacement key is \$5.00 per standard key and \$25 per electronic key, payable to PVCC and submitted to the business office. The individual will receive a receipt as proof of payment and will deliver such receipt to the facilities manager to confirm payment, along with the new Key Request Form.

The installation, changing, or removal of locks shall be performed only by an authorized building and grounds employee or contractor.

Classrooms, laboratories and certain other rooms are equipped with push-button locks that are opened by an access code. The Office of the Vice President for Instruction and Student Services issues access codes for classrooms and laboratories, which will be made available through the division offices. Access codes should be safeguarded as would a physical key. Codes to non-public spaces such as offices and prep rooms will be changed when an employee separates or transfers to another department. The security department does not issue access codes but can open doors with push-button locks in the event of an emergency.

5.2 Departmental Responsibility

The college president, vice presidents, deans, and/or designated responsible supervisors shall be the only personnel authorized to request keys or lock changes within their respective departments.

6. Procedures for Implementation

The process for issuing keys is as follows.

- a) A faculty or staff member requesting a key should complete a Key Request Form located in PVCC Central. Incomplete forms will not be accepted.
- b) By signing this form, the employee agrees not to duplicate his/her keys, to report the loss of keys to the division dean or responsible supervisor immediately and provide adequate measures to properly secure and safeguard the keys and college property from theft. The person requesting the key must pick up the key in person.
- c) The form is to be signed by the division dean or responsible supervisor.
- d) The division dean or responsible supervisor will submit the form to the facilities manager or designee.

- e) The college locksmith will secure a key and contact the faculty/staff member for pick-up of the key. Requests will be processed in a timely manner. High demand events such as the start of a semester or the need to have a key cut may require additional processing time.
- f) Upon transfer to another department, the employee will return old keys to the facilities manager and must complete the paperwork required for keys related to the new position. The facilities manager or designee will maintain a record of all returned keys.
- g) Upon separation from PVCC, the employee will complete the Human Resources Employee Exit Checklist with his/her responsible supervisor. The employee will return all keys to the facilities manager. The responsible supervisor and facilities manager will sign the checklist to ensure the keys have been returned.

7. Sanctions for Violation of Policy

The college regards any violation of this policy as a serious threat to security, including security compromises caused by failure to retrieve keys from departing users. Individuals who violate this policy are subject to the terms described in sections 18.2-503 of the Code of Virginia and applicable sections of the Standards of Conduct and Performance for State Employees.

8. Other General Information

N/A