

PIEDMONT VIRGINIA COMMUNITY COLLEGE

III – BUILDINGS, GROUNDS AND FACILITIES POLICIES

III – 3.0 KEY CONTROL POLICY

Policy #:	III – 3.0
Effective:	1999
Revised:	January 26, 2012
	June 26, 2013
Responsible Dept.:	Finance and Administrative Services

1.0 Purpose

The purpose of this policy is to provide 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.

2.0 General

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.

2.1 Individual Responsibility

- 2.1.1 No person shall knowingly possess an unauthorized key to property owned by the Commonwealth of Virginia.
- 2.1.2 All members of the College community are responsible for keys assigned to them.
- 2.1.3 All keys remain the property of PVCC. Keys that are no longer needed shall be promptly returned to the Facilities Manager or designee.
- 2.1.4 Keys are not to be transferred from their assigned carrier to another.
- 2.1.5 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.
- 2.1.6 The installation, changing, or removal of locks shall be performed only by an authorized buildings and grounds employee or contractor.
- 2.1.7 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.

2.2 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.

2.3 Policy Enforcement

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](#).

3.0 Procedures

- 3.1.1 A faculty or staff member requesting a key should complete a "[Key Request Form](#)," located in the Forms Central section of the PVCC Website. Incomplete forms will not be accepted.
- 3.1.2 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.
- 3.1.3 The form is to be signed by the division dean or responsible supervisor.
- 3.1.4 The division dean or responsible supervisor will submit the form to the Facilities Manager or designee.
- 3.1.5 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.
- 3.1.6 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.
- 3.1.7 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.