

Subject: University Keys  
Number: 702  
Issued by: Director of Facilities and Planning  
Date: October 15, 2003

#### I. General.

A. USC Beaufort uses the Best Key Lock System. The system consists of individual lock keys, sub-masters, and masters. Keys are distributed and collected by the USC Beaufort Maintenance Department.

#### II. Key Requests.

A. USCB Key Request Forms are submitted to the Director of Maintenance. Proper key control is critical to campus security and keys will only be issued after receipt of a completed USCB Key Request Form with the appropriate signatures. Requests for individual lock keys require the signature of the individual's immediate supervisor and

Department or Unit Head. Requests for sub-master and master keys require the signature of the individual's immediate supervisor and the appropriate Associate or Vice Chancellor.

For people working directly for the Chancellor, the Chancellors' signature is required.

#### III. Key Distribution.

A. Keys being issued to full-time faculty and staff must be picked-up from and returned to the Maintenance Department. The Maintenance Department will maintain a file of key request

forms documenting keys issued and returned. The file will document the key number, what the key is for, who received/returned the key, the signature of the person being issued/returning the key and date, and the signature of the Maintenance Department representative validating the return.

1. The full-time faculty or staff person that will be using the key must sign for the key in the log.

2. Unit/Department Heads will request, sign for and be responsible for keys that are to be used by part-time employees and students that require a key to effectively perform their

duties. A Unit/Department file, (like the one maintained by the Maintenance Department for full time faculty and staff), should be used to document part-time employee or student key status.

3. All keys issued are subject to periodic audit.

### III. Key Returns.

- A. Keys issued to full-time faculty or staff must be returned to the Maintenance Department as a part of the checkout procedure or anytime the key is no longer required. Part-time employee or student keys must be returned to the issuing Unit/Department when the key is no longer required by person receiving it. The individual who signed for the key must return the key and sign the appropriate key return paperwork. Full-time faculty and staff will receive a copy of the original USCB Key Request Form with validation by the Maintenance Department representative receiving the key that the key has been returned. Unit/Departments should develop a similar return validation system for part-time employees and students.

### IV. Responsibility for Key Control.

- A. Each individual issued a key is responsible for control of that key. Immediate supervisors are responsible to ensure subordinate keys are returned when the subordinate no longer requires them.
- B. The Maintenance Department will maintain the hard copy key file.
- C. The Maintenance Department will maintain a master computerized database-documenting key assignments and the overall keying system, and key locker. The Maintenance Department will also be responsible for making and destroying keys, and for documenting those actions.

### V. Lost Keys.

- A. Lost keys must be reported to USCB Maintenance Director as soon as possible once the loss is discovered. Requests to replace lost keys must be submitted using a USCB Key Request Form with all of the originally required signatures and a detailed explanation

concerning the loss. Lost keys will be replaced at a cost of \$25.00 for each individual lock key and \$50.00 each for all other keys unless an Associate Chancellor, the Vice Chancellor or the Chancellor grants a waiver.

### USCB KEY REQUEST FORM

Date \_\_\_\_\_

Requesting Individual \_\_\_\_\_

Keys Requested: (key number to be filled in by Operations Division)

Bldg. Name _____	Room Number _____	Key Number _____
Bldg. Name _____	Room Number _____	Key Number _____
Bldg. Name _____	Room Number _____	Key Number _____
Bldg. Name _____	Room Number _____	Key Number _____

Date key will be returned (if temporary issue only) \_\_\_\_\_

Reason for issue \_\_\_\_\_

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Signature of Individual Requesting the key(s) \_\_\_\_\_

Signature of Immediate Supervisor & Title \_\_\_\_\_

Signature of Department or Unit Head \_\_\_\_\_  
(if not already signed by)

Signature of Vice or Associate Chancellor \_\_\_\_\_  
(required for sub-master and master keys if not already signed by)

Routing:

1. Submit original to USCB Maintenance Department.
2. Maintenance Department will notify individual key(s) is ready to be picked up.
3. Maintenance Department will validate key(s) picked up and returned.

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Signature Date Signature Date

Key(s) Made \_\_\_\_\_ Returned \_\_\_\_\_

Key(s) Issued \_\_\_\_\_ Destroyed \_\_\_\_\_

**NOTE: Lost keys will be replaced at a cost of \$25.00 for each individual lock key and \$50.00 each for all other keys unless an Associate Chancellor, the Vice Chancellor or the Chancellor grants a waiver.**