

THE COMMONS KEY PROCEDURES

PURPOSE

The purpose of this procedure is to provide optimal physical security for The Commons and to protect the assets of UMBC.

GENERAL PROCEDURES

Keys shall be authorized only to persons with a substantial need to access to specific facilities. Keys will only be issued after approval has been granted by the department's director on the key request form. Keys remain state property, entrusted to the individual key holder for his/her exclusive use, and must be returned upon resignation, termination, or when requested by the department head. Keys are distributed by the Key Coordinator, a member of The Common's operations staff, located in The Commons, Office 1B04 (behind the Information Center desk in the main lobby).

1. An employee is responsible for any and all keys issued to them.
2. Employees will not loan or transfer their keys to other individuals.
3. All key requests must be initiated on the proper key request form and submitted to the key coordinator.
4. The Operations staff is prohibited from unlocking office doors without prior written authorization and/or review of the staff member's UMBC ID.
5. Once a key request has been processed and the key(s) have been made, the key coordinator will inform the requestor that the key(s) are available for pick-up.
6. Keys must be picked up in person at the key coordinators office.
7. When keys are no longer needed, or upon termination of employment, they must be returned to the key coordinator.

STUDENT KEYS

- 1. Any student requesting keys must have prior written approval from their student organization.**
- 2. A list of students to receive keys will be turned over to a Commons Administrator (currently Theresa Suite room 335)**
- 3. The students will be notified when the keys are ready for pick up**
- 4. All keys are to be returned by spring graduation.**
- 5. Students requiring keys during the summer will be dealt with on an individual basis.**

RETURNING KEYS

Prior to leaving the University, all keys must be returned. Employees failing to return their keys before leaving the University may have a financial hold placed on their final paychecks.

Employees transferring from one location to another within The Commons are required to return their present keys to the key coordinator. In return your new keys will be issued. LOST OR STOLEN KEYS

All lost /stolen keys must be reported immediately to the key coordinator. All costs

**associated with re-keying due to lost or stolen keys will be the departments
responsibility**