

# UNIVERSITY OF SOUTH ALABAMA



## Key Policy

### EFFECTIVE DATE SEPTEMBER 17, 2018

#### **Purpose**

A comprehensive key policy will aid in providing a safe and secure learning environment for the faculty, staff and students at the University of South Alabama. In addition, it will establish the responsibility, eligibility, and approval to carry University keys. It will help provide necessary access while limiting access to certain University properties to only authorized personnel, maintain current inventory of keys issued to authorized personnel, cut operating keys, issuances, and ensure the recovery of keys from those persons no longer authorized to have access to University properties.

#### **Responsibility of the Key Holder**

Keys should be retained in the sole possession of the authorized individual, not to be loaned to other faculty, emeritus faculty, staff, or students. This authorized individual is responsible for all keys issued to him/her. Keys are to be returned to Facilities Maintenance Lock Shop for the duration of any leave without pay, leaves longer than a semester, departmental transfers, resignations, and retirements.

#### **Key Requests**

To request building keys, requesting individuals should download and complete the Key Request Form which is located at [USA Key Management](#).

The Key Request Form must be approved by the appropriate Department Head, Dean or Vice President before the request can be processed. Once a fully executed Key Request Form is received by Facilities Maintenance Lock Shop, the keys will be cut. **Request for multiple copies of the same key by the requesting individual will not be granted.**

**Note:** The Transportation Department handles all vehicle keys, including golf carts.



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Custodial closets, mechanical, electrical, and Information Technology Services (ITS)  
Telecommunication rooms  
Thes

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### Student Access Keys

Keys which are issued to student workers will be requested, issued, controlled, maintained and inventoried by the hiring department. Student workers are required to turn in all keys to the hiring department at the end of each semester. Keys will be re-issued at the beginning of the next semester.

### Graduate Assistants or Graduate Teaching Assistant

Keys will be issued by JEMC /P 9 (fr)3.2 (os)3.7 (r)3.6 ( w)u.6 ( w)u.6 ( w)u.6 ip.1 (o)- 3.1 (e)-7.2 1(d)JJ-0.004-6 ( 2 (os)3.7 (r07

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# FEE SCHEDULE

## KEY

1 <sup>st</sup> Loss by Individual	\$25.00
2 <sup>nd</sup> Loss by Individual	\$50.00

\*\*\*All fees must be paid before a Key Request form is submitted. A copy of the payment receipt must accompany the request. Payments may be made online or in the Office of Student Accounting.