

<b>Rose-Hulman Institute of Technology</b> FACILITIES OPERATIONS	Facilities Operations Policy Manual Policy: Keys
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### 1.0 Purpose

- 1.1 Rose-Hulman Institute of Technology's Facilities Operations established a Key policy/procedure to ensure the safety of the campus community through effective key control practices.

### 1.0 Policy

- 1.1 Managers/Directors are responsible for keys issued to their individual operating units.
- 1.2 Key boxes have been assigned to each operating unit within the Facilities Operations Department, e.g., the Administrative, Construction, Custodial, Grounds and Maintenance Services units, and are located throughout campus as depicted on the Key Box Directory.
- 1.3 Key boxes will remain locked at all times when not in use.
- 1.4 Staff will report lost keys or pegs to their manager/director immediately.
- 1.5 Managers/directors are responsible for returning to the Locksmith key rings with keys and pegs assigned to employees that separate from the Institute.

### 1.0 Procedure

- 1.1 Staff will be issued a key ring with keys (building, room and key box keys) and a peg. The peg will be assigned a number that identifies the staff member. *NOTE: These are the only keys that can be taken home.*
- 1.2 Staff will use their peg to access the keys for which they have been authorized.
- 1.3 Staff will return keys to the key box at the end of their shift each work day and remove the key ring with the keys and peg that have been assigned to them. (Employees are not permitted to take keys from the key box home. Multiple violations, e.g., instances of employees taking keys home, may result in disciplinary action).
- 1.4 Managers/directors will audit key boxes to ensure compliance with this policy.

**NOTE: Staff access to areas will not decrease as a result of this policy/procedure.**

### KEY BOX DIRECTORY

Key boxes are located in the following areas. Your manager/director will advise which key boxes are available for your use.

Boiler Room	Moench Hall
Custodial Break Room	Moench Hall
Custodial Break Room	Sports and Recreation Center
Facilities' Break Room	Facilities Building
Facilities' Work Room	Facilities Building