

EMU Facilities Management Key Control Policy 2023

The Facilities Management Department and the Safety and Security Department have worked jointly to update the EMU Key Control Policy to support the present and anticipated future need for increased building security as directed by the EMU Crisis Management Preparedness Team.

KEY CONTROL POLICY

Issuing and Returning Keys: All keys will be issued from and returned to the Facilities Management Office.

ID Required for Acquiring Keys: All persons (including volunteers) must have a current EMU ID. Contractors working on campus will need to obtain a contractor's ID.

Charges for Keys Lost or not Returned:

- Single room keys: \$100.00
- Sub-master keys: \$250.00
- Master keys: \$500.00
- Total lost key charge limit: \$1,000.00

If keys are returned to the Facilities Management or Residence Life Office within 60 days of the notification that they are due, the related key charge will be refunded. After 60 days, no refund will be given.

Departmental Charges: When employees end their employment with EMU without returning their keys, their department will be charged for any keys that are not returned.

Delinquent Student Keys: Facilities Management will not issue any additional keys to an EMU student until any previously outstanding keys are returned, or in the case of lost keys, until lost key charges are paid.

Lost Residence Hall Keys: When a residence hall room key is lost, Residence Life will create a work order to have the affected room rekeyed, and will issue a replacement key to the student. Facilities Management will not issue student dorm room keys without a specific

request from Residence Life. Residence Life will manage the billing of a student's account for lost residence hall room key(s).

Adjunct Faculty: Adjunct Faculty will be required to return their EMU-issued keys to Facilities Management upon the end of their contract, during any semester that they are not teaching at EMU.

Master Keys: An EMU vice president will be required to request building master keys to be issued to EMU faculty or staff.

For EMU institutional buildings that house more than one department, careful consideration will be given before authorization is issued to carry a building master key.

Changing of Building Door Locks: When building interior door locks are rekeyed, the Facilities Management Administrative Assistant will notify the directors of the department(s) directly affected in advance of the change. New keys will be issued for the rekeyed lock upon request at the Facilities Management office during normal open hours.

Departmental Inventory of Keys: Facilities Management will be responsible to periodically conduct a physical inventory of the keys located in any department that maintains a key cabinet of EMU keys that are not assigned to an individual.

Filing Cabinet Keys: A \$15.00 per key charge will be assessed to replace any filing cabinet key(s).