



Supporting Documents: Key & Lock Issuance Guidelines

Policy Category: Administrative Services- Facilities

Policy Number: 35.001

The Facilities Department is responsible for providing building access on campus excluding residence halls. The primary access control to building (both exterior and interior) is provided by manual key system utilizing various “restricted” keyways to prevent unauthorized key duplication. All campus door locks shall be keyed within this system. An acceptable secondary access may include electronic key systems (code or swipe card) as authorized by the HC Maintenance Supervisor. Working with the building users, Facilities Department & Maintenance Supervisor will determine the keying and issue of all keys. No other sources for keys are authorized. All keys issued remain the property of Hocking College.

When improved key control is desired, the college can install lock hardware on a unique key, commonly referred to as “off master”. Off master keys in academic and administrative areas will be issued only after being approved by the Vice President of Administrative Services. If this option is selected, the department can request only they be given the key. The department may authorize that a key be made available to the custodial staff.

Keys will only be issued to faculty and staff employed by Hocking College. Individuals are responsible for returning all keys to the Maintenance Supervisor upon their contract expiring. Non-returned and/or lost keys will be subject to fines. Keys are non-transferable and are to remain with the individual that the Maintenance Supervisor originally authorized.

Keys to vehicles, cabinets, lockers, and desks are not covered by this policy. Maintenance Supervisor will attempt to furnish such keys upon request but the issuance and control of these keys are the responsibility of the individual departments.