

College of Design

Employee Key and Access Code

Policy & Procedures – 7/1/2009

Purpose: to maintain security by monitoring room and building access and track key inventory.

KEYS

- All key requests from employees are submitted to the CoD Business Office (Angela Back) via email, copying the immediate supervisor or designate.
- Requests will include room number, building, purpose, and duration of need.
- Supervisor (or designate) approval of employee request is submitted via reply email to CoD Business Office.
- Upon approval employee can pick up key(s) in room 117 Pence Hall after completing key agreement form, reading disclaimer and signing for specified key(s). (Employee Key Agreement Form attached)
- Email requests, approvals, and signed agreement forms are maintained in hard copy format in Dean's office.
- Key(s) issued is responsibility of employee, and not subject for loan to a third party.
- Key(s) needed on a temporary basis can be requested through the CoD Business Office (Angela Back), signed for, and returned by end of the business day requested.
- A \$40 per key administrative fee to cover re-keying expense will be assessed to employee for any lost or stolen key.
- Employee is required to return all keys in their name to 117 Pence Hall and sign key return portion of agreement form prior to leaving College of Design.
- Employees leaving the college will be invoiced the \$40 per key administrative fee for keys not returned. Fee is payable to University of Kentucky.

CODES

- All College employees will be assigned access code to locknetics lock on room 112 Pence Hall (faculty lounge).
- Activation of payroll assignment will initiate code assignment for 112 PH.
- Issued code is responsibility of employee, and is not subject for loan to a third party.
- Locknetics lock provides monitored access to 112 PH; therefore, employee is responsible for access made under their assigned code.
- All other requests for access to 112 PH should be directed to Dean's office (Angela Back) via email, and include person needing access, purpose, and duration of access. Requests will be maintained in hard copy format in Dean's office.
- Angela Back will delete/add access codes for 112 PH as required a minimum of every six months.
- Access codes for locknetics lock on room 117 Pence Hall (Dean's office) are issued only to Dean's staff working in room 117.
- Dean's office staff is responsible for issued code, and it is not subject for loan to a third party.
- Locknetics lock provides monitored access to 117 PH; therefore, employee is responsible for access made under their assigned code.



Employee Key Agreement Form

Key check-out

PLEASE PRINT

Date: _____

Last: _____ First: _____

Phone : (____) _____ - _____ E-mail Address: _____

Employee ID# _____ Supervisor: _____

Room#/Entrance _____ Building _____ Key# _____

I acknowledge that I am aware of and understand the College of Design key policy.

Employee Signature: _____

Office Personnel Initials: _____

Disclaimer

- Key(s) issued is responsibility of employee, and not subject for loan to a third party.
- A \$40 per key administrative fee will be assessed for any lost or stolen keys to cover re-keying expense. Fee is payable to University of Kentucky.
- Employee is required to return all keys in their name to 117 Pence Hall and sign key return portion of agreement form prior to leaving College.
- Employees leaving the College will be invoiced the \$40 per key administrative fee for keys not returned.

Key Return

Date: _____

Employee Signature: _____

Room#/Entrance _____ Building _____ Key # _____

Office Personnel Initials: _____