

Key Management Policies and Procedures: Requesting and Receiving Campus Keys

Issuing Keys

Keys to Life University spaces, e.g. offices, lecture halls, classrooms, housing, storage spaces, mechanical spaces, high voltage spaces, etc., will only be issued to University employees who have obtained approval from their Department Head, Dean, or Director. Each key issued to a Life University employee shall be documented by the Facilities Management Lock Shop. **No key shall be transferred from one person to another without being returned to the Lock Shop and then going through the appropriate re-issue process.** Each key will be stamped with a unique code and issued by said code to a specific individual key card. The employee to whom keys are issued, will receive an email stating their keys are ready for pick up once their request has been completed. Completion emails for Key request will come to the individual directly via email. The employee to whom the keys are assigned must pick up and sign for them in person at the Facilities Management building located at 1085 Barclay circle, Marietta Ga 30060. All key requests will be processed within 7-10 business days after the work order is assigned to the lock smith. Each key must be individually ordered and cut per request.

On an employee's exit date all keys must be returned to the Facilities management office. Any missing keys could result in a deduction in pay from your last paycheck.

Lost or Stolen Keys

To re-issue keys which have been lost, or stolen, a report must first be filed with Campus Safety.

After the report is filed a work order can then be submitted to have keys re-issued to University employees who have obtained approval from their Department Head, Dean, or Director.

Keys will not be re-issued to an individual without the corresponding Campus Safety report.

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