Policy: Key Control Policy
Policy No:  3.18
Approved:  March 2006
Revised: November 2022

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1.  The College has established a key control policy that limits keys to the building's exterior and interior doors.

2.  The Buildings & Grounds Department maintains the key control system.

3.  Immediately report any lost or stolen keys to the Buildings & Grounds Department.

4.  A Key Request Form must be completed and signed off by the employee's supervisor and approved by a member of the Executive Committee. The completed form is then sent to the Facilities Support Technician.  Keys will then be issued at which time the individual will be asked to sign for them.

5.  When an individual terminates employment, goes on temporary leave of absence, or the end of a