Custodial Operations Key / IBotton Maintenance and Responsibility Policy

Revised 5/15
03.05.01
Issue No.3
Effective Date: 11/04
(E2Y)
Review Date: 11/17

Reference(s): (UPPS 08.02.01 Control of Keys to Facilities)

I. PURPOSE:
   A standard procedure is required to insure that keys and electronic IButtons are issued only to authorized employees in order to maintain security of facilities, equipment, furnishings, books, and confidential material.

II. EXPECTATIONS:
   A. All Supervisory staff are responsible for maintaining key/IButton control within their scope of service responsibility and on a daily basis.

   B. Duplication of any university key, other than that done by the university locksmith, is strictly forbidden, and is punishable by termination of employment for employees.

   C. Loaning Keys/IButtons or transferring keys/IButtons is strictly forbidden unless other arrangements have been approved by the Director or Assistant Director.

   D. Campus Master Keys will only be issued to Custodial Crew Supervisors and above for areas within their scope of service responsibility.

III. PROCEDURES

   A. Custodial Operations will issue appropriate keys/IButtons to each new employee based upon their position and service location. All keys/IButtons will be signed out on the Key Issue Form and this documentation will remain in individual employee files until they are returned to the office permanently upon transfer or termination.

   B. All keys/IButtons are to be handed directly to individual employees by Supervisors or designee and returned in the same manner. At no time is a key box to be left open for employees to access on their own or for any other reason. Electronic Key Boxes permanently installed/affixed to a building constitute the one exception where individual employees would access their assigned keys.
C. Line staff custodians will turn in their keys/Ibuttons at the end of each shift and/or when leaving campus for the day to the Supervisor or designee. Keys/Ibutton assigned to individuals must be turned in by that individual unless other arrangements have been approved by the Supervisor.

D. Employees will immediately turn in any broken, bent, gouged or otherwise damaged key(s)/Ibuttons to their Supervisor for replacement.

E. Vehicle Keys are not to be left in unattended vehicles under any circumstances.

F. Each Custodial employee shall certify by their signature below that “I have read this policy and further understand:

   a. I am responsible for the university keys/Ibutton issued to me and for immediately reporting their loss or theft to my supervisor or department head as well as to the University Police Department.

   b. The keys/Ibutton issued to me may not be transferred or loaned to another person. I understand that unauthorized duplication, use, or possession of university keys/Ibuttons is not allowed.

   c. University keys/Ibuttons may not be duplicated except by the Texas State Key Shop department.

   d. All keys/Ibutton will be returned immediately to my supervisor or department head upon my transfer to another department, termination of employment, withdrawal from school, or when the use of the keys/Ibutton becomes unnecessary or unauthorized.

   ___________________________ / _________________________

IV. CERTIFICATION STATEMENT
This policy has been approved by the following individuals in their official capacities and represents Custodial Operations policy and procedures from the date of this document until superseded.

Director, Custodial Operations  Assistant Director, Custodial Operations
I UNDERSTAND AND AGREE THAT:

1. I am responsible for the university keys issued to me and for immediately reporting their loss or theft to the University Police Department as well as to my supervisor or department head.

2. I may not transfer or loan my keys to another person. I understand that unauthorized duplication, use, or possession of university keys is not allowed.

3. I know only Texas State Access Services may duplicate university keys.

4. I will return all keys immediately to Access Services or my department head upon my transfer to another department, employment terminations, withdrawal from school, or when the use of the keys becomes unnecessary or unauthorized.

Signature ___________________________ Date: ________________

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