Custodial Operations Key / IButton Maintenance and Responsibility Policy

Revised 4/14
03.05.01
Issue No.2
Effective Date: 11/04
(E2Y)
Review Date: 11/16

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 (Head Custodians/Supervisors, etc.) 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/Head Custodians 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/Head Custodian or designee. Keys/Ibutton assigned to individuals must be turned in by that individual unless other arrangements have been approved by the Director or the Custodial Supervisor.

D. Employees will immediately turn in any broken, bent, gouged or otherwise damaged key(s)/Ibuttons to their Supervisor/Head Custodian 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
Custodial Operations – Key Issue Form

NAME: Brandon Box
STAFF / STUDENT ID: A04174675

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<tr>
<th>Location</th>
<th>Key #</th>
<th>Serial #</th>
<th>Date Issued</th>
<th>Emp. Initials</th>
<th>Date Lost</th>
<th>Date Return</th>
<th>Emp.Sign.</th>
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