

900.3 Keys / Card Access

An employee may be issued keys and/or access card that will be used for University business only. The request must be signed by the Director of Facilities Management or departmental designee and is subject to the guidelines of that authority. The loss or theft of any university key or access card is to be reported by the key holder immediately to Facilities Management. Facilities Management will communicate the loss or theft to Colorado State University Police Department and, after obtaining a case number, issue a replacement key(s) / card. In no case is a key / card to be transferred from one individual to another or to be obtained from any source other than from Facilities Management Key Desk. Keys / cards issued remain the property of the University and shall be returned to Facilities Management Key Desk as requested or upon termination of employment from Facilities Management. Where appropriate card access may be granted rather than issuance of keys.

Student and temporary employees will generally not be issued master keys / cards. Those requiring infrequent use of master keys / card must check out and return the keys / card to the Facilities Management Key Desk daily unless other arrangements for key security have been arranged with section managers and section managers can demonstrate proper security and management is tracked on a daily basis.. The supervisor or lead worker will daily issue master keys / cards to employees that require routine use to perform job duties. Keys / cards must be returned at the end of the work shift to the supervisor or lead worker. The supervisor / lead worker is expected to track, log and secure the check out keys / cards daily. All other extenuating circumstances will be reviewed on a case-by-case basis.

For a complete copy of University Access Policy, contact Customer Services Center, Facilities Management.