



Handbook of Operating Procedures

Section: 8.12.2
Originally Approved: 10/05/1990
Last Amended: 04/06/2006
Last Reviewed: 04/06/2006
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KEYS

A. Purpose

The purpose of this policy is to facilitate faculty and staff access to The University of Texas-Pan American buildings and to provide for reasonable plant security.

B. Faculty, Staff, and Student Keys

1. Academic buildings usually will be opened at least 15 minutes before classes and will remain open until 15 minutes after classes. General-purpose classrooms and other rooms, except those rooms that have special equipment and supplies, will be left unlocked. Therefore, there will be access to these rooms any time the buildings are open.
2. Faculty and staff may be issued keys for their offices and other areas for which they are accountable. Such areas are generally kept locked for security reasons. These keys may be issued by the Physical Plant Locksmith. A request for keys should be made in writing on a Non-Routine Work Request form from [Administrative Process Forms for the University of Texas-Pan American](#). The Non-Routine Work Request form must be approved by the Department Head and the Building Supervisor responsible for the building and submitted to Central Scheduling for processing. Lock change requests should also be submitted on a Non-Routine Work Request form. Each person who receives and signs for keys assumes accountability for the equipment and supplies in areas made accessible by the keys.
3. Student assistants, teaching/graduate assistants, and part-time or temporary faculty/staff will not be issued keys. If the need arises for such individuals to have keys, these will be issued to the Department Head or Dean. He or she will be responsible for those keys. Student assistants, teaching/graduate assistants, and part-time or temporary faculty/staff will have access only to the office(s) they will be using.
4. A unique employee ID number will be issued to each employee. This will be stamped on each key issued to that employee as well as on the file card pertaining to that key. When keys are picked up by the employee, a card will be signed for each key issued to show that the key was received.
5. Upon departure from the University or transfer to another area or responsibility, the employee is responsible for returning all keys to the Physical Plant Locksmith.

C. Master Keys

1. The Locksmith at Physical Plant maintains a master file of keys intended primarily for duplication purposes and to permit routine access by custodial employees and



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maintenance personnel, and emergency access by fire protection and University Police Department employees.

2. Master keys to buildings will be issued only to those persons who have a special need for such keys because of the nature of their duties and responsibilities. A request for a master key should be forwarded through channels and must have the final approval of the Vice President for Business Affairs.

D. Duplicate, Lost, or Stolen Keys

1. All keys made by the University are stamped with a "STATE PROPERTY, DO NOT DUPLICATE" label, the file number, and the uniquely assigned employee ID code of the person to whom it is issued. The duplication of keys to University facilities by any person, agency or firm other than the University Locksmith is prohibited. Any unauthorized duplication of keys will be referred to the University Police Department for an investigation and a report submitted to the Vice President for Business Affairs and the President.
2. In the event keys are lost or stolen, this information must be promptly reported to the appropriate Building Supervisor or Dean, University Police Department and the Associate Vice President for Business Affairs. The Building Supervisor or Dean and Director of Physical Plant, with the advice of the University Police Chief, will determine whether to change the lock or replace the key.

E. Review

This policy shall be reviewed every five years by the Director of Planning and Construction and the Director of Maintenance and Operations.