

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 159
VERSION: 1**

SUBJECT/TITLE: ISSUING OF KEYS

POLICY: In order to maintain maximum security of Olive View Medical Center premises, issuance of keys will be kept at the minimal amount necessary to allow reasonable access to work areas by employees.

The Facilities Division is responsible for issuing keys and maintaining records of key issuance and return. Keys are not to be duplicated other than by the Facilities Division locksmith.

Master Keys to an entire department will be issued to Department Heads only. Holders of sub-master keys for each section of a department will be designated by the Department Head.

If a key is requested for access to a department other than the employee's own, the request must be signed by the heads of both departments.

Keys will not be issued without proper authorization and identification.

Inter-departmental loaning of keys is not permitted.

PURPOSE: To state ValleyCare policy on assigning keys to maintain maximum security, while allowing required access to authorized staff.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

1. Keys must be requested on a Facilities Division Work Order (OV-1116). Each request should be on a separate work order (one name per request).

The request must include:

- Employee's name
 - a. Employee's number
 - b. Employee's title
 - c. Work location (room number)
 - d. Room number for which key is requested.

2. The Key Request must be signed by:

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- a. Person requesting the key
 - b. Division Head
 - c. Administrative Liaison for the department
3. Administration will forward approved key requests to the Facilities Division.
 4. Facilities Division will prepare keys and assign dates and locations where keys may be picked up.
 5. Employees will be required to sign a receipt for each key issued.
 6. When transferring out of the division or terminating employment, the employee is responsible for returning assigned keys to the Facilities Division.
 7. A five dollar (\$5.00) fee will be assessed for lost keys and for keys not returned when employment is terminated. Payment should be made to the ValleyCare Cashier. Employee check-out clearance sheets will not be signed by authorized Facilities Division staff unless either employee's assigned key or cashier's receipt in lieu of assigned key is presented.

References:	
Approved by: Not Assigned	Date: 05/16/2008
Review Date: 3/99, 3/05, 1/08, 05/16/2008	Revision Date: 1/02
Next Review Date: 05/16/2011	
Distribution: Olive View Hospital-Wide Policies	
Original Date: 03/01/1996	