



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 485
VERSION: 1

SUBJECT: ISSUING OF KEYS

POLICY:

Issuance of keys will be kept at the minimal amount necessary to allow reasonable access to work areas by employees.

The Facilities Department is responsible for issuing keys and maintaining records of keys issued and returned. Keys are not to be duplicated other than by the Facilities Department locksmith.

The issuance and receipt of any key shall be acknowledged in writing and shall NOT be done without the proper written approval. Keys will not be issued without proper identification.

The master key to an entire department will be issued to department managers and administrative staff 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.

The loss or theft of any key shall be reported to the Facilities Office IMMEDIATELY.

PURPOSE:

To maintain and ensure maximum security of the HDRHC premises and its Health Care Clinics.

PROCEDURE:

1. Keys must be requested on Facilities Department Work order.
 - Each request should be on a separate work order (one name per request).
 - The request must include:
 - Employee’s name
 - Employees number
 - Employees title
 - Work location (Department)
 - Room number for which key is requested

2. The Key Request must be signed by:
 - The HDHS CEOs Office or designee
 - Administrative Liaison for the department
 - The CEOs office will forward approved key requests to the Facilities Division

3. Each key made must be stamped with:
 - “DO NOT DUPLICATE”
 - An identification number identifying each specific department or activity.

4. Each key shall only open the door(s) to the room or area identified on the key.

5. Facilities Division will prepare keys and assign dates and locations where keys may be picked up.

6. Employees will be required to sign a receipt for each key issued.

7. When transferring out of the division or terminating employment, the employee is responsible for returning assigned keys to the Facilities Division.

8. A ten dollar (\$10) fee will be assessed for each key lost and (or) not returned when employment has ended.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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