

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

NUMBER: 722

VERSION: 2

SUBJECT/TITLE: KEY DISTRIBUTION AND CONTROL

POLICY: Issuance of keys or electronic keycards will be managed by the Facilities Division.

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. Keys may not be loaned inter-departmentally.

Keys will not be issued without submission of a Facilities Work Order (OV-1116) that is authorized and approved by the responsible supervisor and/or manager. If a key is requested for access to a department other than the employee's primary assignment, the request must be signed by the heads of both departments.

PURPOSE: To define the process by which keys are issued to members of the ValleyCare workforce.

DEPARTMENTS: ALL

DEFINITIONS:

PROCEDURE:

1. Key requests should be submitted using a Facilities Division work order (OV-1116). (Sample attached.)
 - a. Each request should be on separate work order (one name per request)
 - b. The request should include:
 - (1) Workforce member name
 - (2) Employee number, if applicable
 - (3) Title
 - (4) Work location (Room number)
 - (5) Room number(s) for which key(s) are requested.
2. The key request should be signed by:
 - a. Person requesting the key
 - b. Division head
 - c. Administrator liaison
3. Administration will forward the approved key request to the Facilities Division.

SUBJECT/TITLE: KEY DISTRIBUTION AND CONTROL

Policy Number: 722

Page Number: 2

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. Employee check-out clearance sheets for employees terminating employment and returning keys will be signed by authorized facilities Division staff which includes the Director, assistants to the Director and Facilities secretarial staff.

A fee of \$5.00 will be assessed for keys and \$15.00 for electronic keycards that are lost or not returned when employment is terminated. Payment should be made to the Olive View-UCLA Medical Center's cashier and the receipt of payment should be attached to the key request when it is submitted. Authorized Facilities Division staff will sign employee check-out clearance sheets if a cashier's receipt is presented in lieu of assigned keys.

SUBJECT/TITLE: KEY DISTRIBUTION AND CONTROL

Policy Number: 722

Page Number: 3

References:	
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