Introduction:

The Governor of the State of Colorado has delegated the authority to establish key control to each college and university in order to ensure that key-related decisions are based upon the unique teaching needs and staffing of individual academic institutions. The following key policy has been established for Adams State College.

Responsibility:

Cabinet has decided custodianship of all hard keys will be the responsibility of the Office of the Associate V.P. for Facilities Planning Design & Construction. The custodianship of key cards will be in the area in which they were issued. Upon request of a hard key(s), department heads and directors should provide in compliance with ASC Key Policy all necessary information (see Key Card Information below). A request for a Grand Master Key must be presented to the President of ASC for their approval and signature. Any individual acquiring the use of a key must be aware of the responsibility for its proper use. Loss of a key is a serious matter and Cabinet has approved the following liabilities for the loss and subsequent replacement of college keys. Individuals who lose their key(s) will be responsible for their replacement at a charge of $25 per passage (room) key, $75 per sub-master, $150 per building master, and $500 per grand master.

Key Card Information:

Each person requesting a key issuance is required to fill out a key request card providing the following information.

1. Name
2. Home address
3. Home phone number
4. Department/Office where you work
5. Work Phone Number
6. Key(s) Needed: Building Name, Room number(s) Key(s) number of key if known
7. Check box for appropriate status
   a. ASC Employee
b. ASC Student

c. Other (explain)

8. Approval Signature of School/Department Head/Director/Building Supervisor

9. Applicant Signature (after reading the agreement on the back of the key card)

After all the information is provided, and the necessary approval signature(s) are on the key card, turn the key card into the Office of Associate V.P. for Facilities Planning Design & Construction (Facilities Services). The key(s) will be made after the completed request has been received by the Facilities Services Department and approved by the Associate V.P. for Facilities Planning Design & Construction. Each key will be designated with a code number on it. When the key(s) have been made the Facilities Services Department will notify the employee or department to arrange for acquisition of the Key(s). A final received by signature from the original applicant is required, this means that the key(s) have to be picked up and the card signed by the original applicant.

Keys will be issued only to Adams State College employees, students, or other approved persons. ASC keys will not be lent out, transferred to any other person, or used in an unauthorized area. Keys are not to be duplicated.

Accountability:

Upon termination of employment (or departure from ASC), the individual to whom the key(s) were issued must return his/her key(s) to the School/Department/Office that the key(s) were requested from. Failure to do so will result in charges being assessed per key based on the rates listed in the section titled responsibility. If key(s) are not returned to the School/Department/Office that they were requested from the responsibility for the assessed charges falls on that School/Department/Office. The appeal process for any charges you feel are not warranted will go through the V.P. in the Office of Finance & Administration.

The end of each semester Facilities Services will provide a current key list to all Schools/Departments/Offices on campus this is a very opportune time to make sure you collect all keys from your employees that will not be returning.