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Key Issuance Procedures
Effective Date: 08/01/2012
Revision Date: 08/12/2013

KEY ISSUANCE PROCEDURES

PURPOSE:

To establish procedures governing the maintenance of access to facilities while safeguarding the
personal safety and protecting the physical assets of students, faculty, and staff, protecting the
property of Louisiana State University, and avoiding potentially significant costs due to theft,
vandalism, or excessive rekeying of locks. The responsibility for developing and implementing
key control procedures is with the Office of Facility Services.

The systematic control of locks, keys and card access cards is one of the most important
components of any safety program. Without proper key and card access control, locks provide
little deterrence to illegal or unauthorized entry into a facility. Successful lock and key control
requires the cooperation and efforts of several parties, including:

Facility Services-Designs and maintains the integrity of the system

LSU Police Department-Provides oversight

Departments-Safeguards facilities under their use by maintaining proper key assignment policies
and security systems and being financially responsible for the cost of rekeying and replacing lost
keys

Individual faculty, staff, and students-Safeguards assigned keys from loss or theft, and reports
these occurrences immediately

These procedures apply to all facilities on the Louisiana State University campus and remote
locations.

POLICIES

1. Keys are and remain at all times the property of Louisiana State University.
2. Keys will be issued to faculty, staff, and graduate students only.
3. Individuals are only allowed 1 issuance of a particular key, no spare keys are allowed.
4. Faculty and staff members will be issued keys consistent with job responsibilities, actual
need and the approval of the Department Head or Dean.

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b. Inventory of locks and hardware
c. Keys that have been issued and returned by individuals
4. Changing or replacing locks;
5. Opening locks;
6. Stocking necessary hardware and supplies

DEPARTMENTS

Department Heads are responsible for:

1. Appointing a Building Coordinator who will determine who requires keys, the access
required, and authorizes requests for issuance of keys after approval is received from the
Dean or Department Head;
2. Ensuring that facilities assigned to the department are secured properly, including the
maintenance and activation of security alarm systems, and that staff, faculty and
graduate students understand this responsibility;
3. Reporting a lost or stolen key immediately to Facility Services;
4. Collecting key(s) from employees or students at the time they leave employment or have
no more need for keys. Collected keys must be promptly returned to Facility Services,
along with the name of the person to whom the key was issued;
5.

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2. All Key Requestor Information is to be filled out, an incomplete form will not be accepted.
3. Specify the building, room # or key code, and any notes related to the key.
4. The Building Coordinator or an Alternate Building Coordinator must sign every Key
Request Form.
5. If a Sub-Master or Master is being requested, there shall be additional approval from the
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