



- separation must turn in their key(s) to Facilities or the drop box at UPD. New keys will be issued by Facilities for the new position or to new personnel as needed. This is to ensure accurate recording of key holders at all times.
- h. Your key request will be processed within 10 business days once the key request approval is issued.
- i. Once key(s) are cut, the requestor will receive communication that the key(s) is ready. All Keys must be picked up at 1660 Tune Avenue.
- j. Keys will be held at Facilities for (4) weeks. If they are not picked up, the key will be returned to Locksmith and the department will still be charged a \$25 restocking fee.

4. Processes

- a. New Key Request
 - i. All key requests for non-forced moves from Facilities will incur a \$25 charge per key. This excludes new positions/employees and Facilities forced moves which will incur no charge.
 - ii. Please enter a work order identifying the personnel in need of access and what buildings and rooms need to be given Access

iii.

Avenue). All keys will have to be printed and signed for by personnel from the requesting department.

b. Campus Gearance

- i. This is for any personnel separating from the University. If this position is replaced the department will not incur any fees.
- ii. Facilities will initiate a work order to collect the keys from the personnel on Campus Cearance.
- rii. Facilities will notify the supervisor that the keys will need to be dropped off the day before the Employee Campus Clearance Date.
 - Keys can be dropped off at the University Police.
 Department in the Key Drop Box OR they may be dropped off at Facilities (1660 Tune Avenue)
 - a. Please use the envelope provided to label your keys with the appropriate information
 - 2. If the keys are not dropped by the Campus

 Clearance Date, the Locksmith will pick them up

 on that date and the Department will be charged

 \$25.
 - If keys are not available on the Campus Clearance
 Date, a lost key charge will be charged to the
 Department.

c. Lock Changes

i. All room lock changes will be a flat fee of \$85. If applicable, most cam lock changes will be a flat fee of \$25. Cam locks are filing cabinets, desk drawers, lateral files, fireboxes and mailboxes. Due to different cam lock manufacturers, these charges will need to be discussed after further investigation of issue.

ii. All lock changes must be requested through the work order system.

d. Lost Keys

- i. This includes lost, stolen, replacement and copies of keys. All lost or stolen keys must be reported to both UNA Police and Facilities immediately. Dependent on the manner the key was replaced, the individual may be subject to a key AND lock change charge.
- responsibility for any lost or stolen key(s). The following replacement fees apply for each key:
 - 1. Grand Master & High Security Keys: \$500
 - 2. Building Master: \$250
 - 3. Department & Classroom Master, \$150
 - 4. Single Room Key: \$25
 - 5. Cam lock Key: \$5