

Key Policy for the Physical Plant Department

I. PURPOSE

The purpose of the Key Control Policy for Physical Plant is to control/secure master key rings issued to the Physical Plant Employees.

II. RESPONSIBILITY

The Physical Plant Director or the Physical Plant Assistant Director only are authorized to determine which employees have master key rings and which keys will be on that ring. This will be done in conjunction with the Superintendents of individual areas.

The Superintendents will be responsible for overseeing and determining that their employees are adhering to the Key Control Policy for Physical Plant and the Key Control Policy for the University of Louisville. The basic responsibility for the security of a key ring lies with the employee who has been assigned that key ring.

III. PROCEDURE

1. All Physical Plant employees issued master key rings are required to secure their key ring on a chain with a retractable key keeper during their working shift. This key keeper will be attached to them so that their keys are with them at all times.
2. All master key rings will be welded. Removal of keys from the master key ring is prohibited.
3. All key rings will be secured in their respective shops at the end of their working shift. No master key rings should leave campus when an employee is not on the clock.
4. If an employee is called in for an emergency, there are two key rings in Public Safety for Belknap, HSC and Shelby will pick up their keys from the designated lock box.
5. Failure to follow these procedures will result in disciplinary action in accordance with the SCHEDULE OF DISCIPLINARY ACTIONS as it relates to "willful violation of established rules, regulations, policies, procedures or safety rules."
6. Master key rings lost or temporarily misplaced due to your failure to observe these procedures will result in a 3-day suspension. A second offence could result in termination.