

Student Auxiliary Services

Master Key Control Policy

Policy Purpose

The purpose of master key control is to maintain reasonable building security for the safety of personnel and the protection of property, while allowing access to these buildings by authorized personnel.

Key Definitions:

Grand Master Keys: Keys which allow access to several designated spaces or all assignable and non-assignable space within a specified area, e.g. University Press Building.

Building Master Keys: Keys which allow access to all assignable and non-assignable space within a single building.

Sub-Master Keys: Keys which allow access to limited sub-group areas within a single building.

Training

It is the responsibility of area management to stress the importance and proper use of master keys. This training should include the following points:

- A. Master keys are to be used only by those who have been so designated and **have agreed to control and safeguard the keys.**
- B. **Master keys are *not* to be loaned or passed out among the employees,** but should be used and controlled only by one who is authorized to have them.
- C. When an independent contractor requests a master key, the area manager must sign the key request. The key will then be issued by the Key Office and not the area. A \$100.00 deposit will be required for each master key given to a contractor.
- D. It is against the University key policy for any BYU key to be duplicated by anyone other than the Key office.
- E. When terminating a position, assigned keys must be checked in and re-issued to the incumbent employee. Keys should not be handed down from a terminated employee to a replacement. All keys are to be returned at the conclusion of employment, prior to receiving a final paycheck.

All new personnel will be instructed in the key policy before keys are issued. An annual review of these policies should be held with present employees.

Lost or Stolen Keys

The issuance of master keys indicates a high level of trust and confidence in the integrity of an individual. Lost and/or stolen master keys *must* be reported to the Key Office.

Each individual assumes financial responsibility for lost keys. Failure to safeguard master keys is a serious matter. A replacement deposit will be charged based on the following rates:

Grand Master	\$100.00
Building Master	\$50.00
Sub-Master	\$30.00

I have read and understand the Master Key Policy.

_____/_____
Signature Date