

Key Control Policies and Procedures

Revised 6/8/2022

Employees:

Any key(s) provided to an employee must be preceded by an e-mail to COE's Administrative Assistant and Receptionist (Jeanette Biczel - jbiczel@vt.edu) from the employee's supervisor providing the following:

Name

Room(s) where access is needed

Length of time access is permitted (from and to date or the span of employment or residency)

Upon receipt of the email or memo, the employee can pick up their key(s) from Jeanette. Jeanette will promptly log the key out on the employee's sign out sheet and on the Master Key List, which is electronically filed in the "Key Folder". Upon termination or transfer to another department, assigned keys must be returned to Jeanette promptly. When the key is returned, Jeanette will promptly log the key back in on the Employee's sign out sheet and remove the employee assignment on the Master Key List. Supervisors are responsible for making sure employees and students return keys when appropriate.

Keys **must not** be shared or passed on to another individual. All keys must be returned to Jeanette and then re-issued to the new owner with their signature of responsibility.

Keys **must be** picked up and returned in-person, and cannot be sent through campus mail or left in a mailbox.

An e-mail or memo must also be written if an employee or student should have access to a room/area while unattended/vacant.

New key orders will take a minimum of 3 days to process through the Key Shop.

Students:

Students in engineering societies who require keys for their respective offices should have their faculty advisor submit a key request via email or memo to Jeanette. The student(s) should be informed that a deposit of \$20.00/key is required. Checks should be made payable to: Treasurer of Virginia Tech. Cash is accepted. A receipt will be given to the student by COE's Financial Analyst. The top portion of COE's key form will be completed when a student picks up his/her key(s) and the lower portion will be completed when the key (s) is returned so a refund can be issued. Please let students know that it takes time to issue a refund and that it will be

directly deposited. If they haven't already, they will need to complete the Direct Deposit information in their Hokie Spa account to receive their refund.

University Guidelines From [Policy 5620](#)

1. No person shall knowingly possess an unauthorized key to property owned by the Commonwealth of Virginia through Virginia Tech. The Hokie Passport Office, Key Control Office and Virginia Tech Police Department are the only authorized vendors for university keys.
2. All keys remain the property of Virginia Tech. Keys that are no longer needed shall be promptly returned to the departmental Key Control Designate or the Key Control Office.
3. All members of the university community are responsible for keys assigned to them.
4. Lost keys must be reported immediately to the appropriate Department Head and to the Key Control Office.
5. Stolen keys must be reported immediately to the appropriate Department Head, the Key Control Office, and to the Virginia Tech Police Department.
6. The installation, changing, or removal of locks shall be performed only by an authorized Key Control Office designate.
7. Installation of electronic keypads, proximity readers, biometric locks, or card readers require the approval of the Virginia Tech Police Department and the Key Control Office prior to purchase. All new or replacement card reader installations must use the Hokie Passport Office integrated system or receive a written exemption from the Chief of the Virginia Tech Police Department. Magnetic (mag) locks are not to be used unless fail safe devices are required by code and only then when no other practical solution exists.
8. Keys should at no time be left unattended (i.e., hanging in a door lock, lying on a desk, etc.).
9. Only the manager of the Key Control Office shall have access to the university master key or the storage box containing master keys at any time.
10. The on-duty police supervisor will have access to the Key Control Office after hours for emergencies only. A master key is maintained in a secure box at the Police Department for emergencies only.