

### Key Policy

All employees with access privileges through secured doors must safeguard their keys and ensure that they are not used indiscriminately. Failure to return, loss or misuse of a key is a serious offense, which will result in an \$75.00 fee per key, and if you are a student, a bar may be placed on your record which could impact your registration/transcript. If keys are lost, they must be reported to the supervisor and Sean Hill immediately.

**\*\*Please note that the mentioned fine is separate from the UT Lock & Key Services policy as it is a KHE policy. Lost keys may incur additional fines beyond those assessed by KHE.**

You will have **30 days** from the date the key request is approved to pick up your key from Locks & Keys. Failure to pick up your key within the deadline will result in an \$18.25 fee. You are responsible for covering the fee either with UT funds or your personal funds.

#### KEYS

- The "**Key Request Form**" must be requested by your supervisor.
- Swapping and loaning keys is **strictly prohibited**.
- Use University keys only to gain access to assigned work areas for official business.
- No key will be issued without a signature, personal phone number, email address.
- Each student/employee is responsible for the keys assigned or checked out by him or her.
- Broken keys must be returned to BEL 718 before a new key is issued.
- Do not duplicate, mark, alter, or deface keys or allow others to do so.
- Secure keys when not in use. Do not store in unlocked desk drawers or other unsecured areas.
- **Under no circumstances** will keys be used to admit persons into rooms, offices, or buildings.
- When an employee/student separates, the supervisor is responsible for collecting and verifying that all keys have been returned to Sean Hill in BEL 718.
- **You must turn in keys either directly to BEL 718 or provide KHE staff with a copy of your receipt within 24 hours of turning in your keys to Locks & Keys.**

I accept responsibility for the keys requested below:

Building: \_\_\_\_\_ Rooms: \_\_\_\_\_

Supervisor's Name (print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I accept full responsibility for the keys listed above. I agree to abide by all KHED policies and procedures regarding keys. I agree not to loan, make duplicates, and keep keys secured at all times. My supervisor has reviewed all key policies and procedures with me. I understand that inappropriate use, failure to return, or loss of these keys may result in an \$75.00 fee per key, and if I am a student, a bar may be placed on my record, which could impact my registration/transcript. I understand that failure to pick up my key within 30 days will result in an \$18.25 fee.

Name (print): \_\_\_\_\_ EID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please submit this key request to Sean Hill in BEL 718 or submit via email to: [sean.hill1@austin.utexas.edu](mailto:sean.hill1@austin.utexas.edu). You will be notified when your key request is ready for pick up.