

The University of Texas at Austin
Kinesiology and Health Education

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/graduation. If keys are lost they must be reported to the supervisor and Patty Coffman 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.**

KEYS

- The "**Key Request Form**" must be requested by your supervisor.
- Swapping and loaning keys is **strictly prohibited**.
- 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 your supervisor before a new key is issued.
- **Under no circumstances** will keys be used to admit persons into rooms, offices, or buildings unless approved by occupant.
- When an employee/student separates, the supervisor is responsible for collecting and verifying that all keys have been returned to Patty Coffman 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**

Keys requested:

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/graduation.

Name (print): _____ EID: _____

Signature: _____ Date: _____

Email address: _____ Phone: _____

Please submit this key request to Laura Meitz in BEL 718 AC or submit via email to: lmeitz@austin.utexas.edu You will be notified when your key request is ready for pick up.