

Aquinas College Key and Lock Policy

A. Authorization of Keys

Persons requesting keys are required to obtain permission from their supervisor or area coordinator in charge of the area. The faculty, staff, and students of Aquinas College should be entitled to keys without deposit that provide for the following:

1. Access to their dorm-apt-house room
2. Access to their building of employment
3. Access to personal office
4. Access to other offices and laboratories necessary for their duties.

The Campus Safety Office responsible for granting final authorization to possess a key by determining whether the requester has sufficient justification for his or her request.

Charges

A charge may be required for all students needing a replacement key or lock change. Faculty and staff may also be assessed a charge for the replacement of lost or stolen keys. The return of all keys is required at the end of employment.

B. Master Keys

Grand Master keys are only available to the President, Vice President, Dean, Athletic Directors, and members of the Campus Safety and Physical Plant Departments

C. Check-out System

When an employee is hired, a signature card must be signed when being issued keys, agreeing to fulfill certain obligations. The last paycheck maybe held until the obligations are fulfilled.

D. Key Record

Records of outstanding keys are to be kept utilizing the Key and Lock Management System, and audited each year by the Campus Safety Office.

E. Lock Changes

Departments/students may request lock changes in their respective areas for the purpose of maintaining security. Campus Safety uses discretion on requests of this type.