



518 POLICY – Locks and Keys

518.1 Statement of Policy

The purpose of this policy is to communicate standard and consistent guidelines relating to the installation and maintenance of entry system locks, and the issuance of keys on campus to be used by college-related departments or private entities as well as residents of Cougar Crossing housing.

Physical Plant Services is responsible for all college facilities maintenance on the Redlands Community College campus. The safety and security of the college must be maintained at all times.

Adopted July 2018



518 PROCEDURE – Locks and Keys

518.1:1 Key Issuance and Reporting Procedure

Anytime an employee needs a key or access of any kind, the employee's direct supervisor must send an email to the Executive Vice President/Chief of Staff requesting approval for keys to be issued to said employee. The email must include the exact door and building name for the key(s) that are being requested. The email must also include detailed reasons why the employee needs access to those locations. After the request has been reviewed, if approved, the Executive Vice President/Chief of Staff will forward the request to the Redlands Community College locksmith. The locksmith will create the key(s) and the appropriate tracking documentation and deliver the key(s) to the Human Resources office. The locksmith will notify the employee via email to check out the requested key(s) at the Human Resources office.

518.1:2 Damaged Keys

Damaged or broken keys may be exchanged for replacement keys by the locksmith when damaged keys are presented to the locksmith.

518.1:3 Emergency Requests

Emergency requests are reported in the same manner, as the Procedure 518.1:1 states, during normal working hours. All other times, emergency requests will be reported to the campus security department by calling (405) 422-6200.

518.1:4 Responsibility and Ownership

The Physical Plant Services Lockshop is responsible for installation, maintenance, repair, and/or keying of all college locks.

The Physical Plant Services Lockshop has overall responsibility for issuance and inventory of keys for all college locks.

All keys remain the property of Redlands Community College.



518.1:5 Violations

Keys made for use on college locks by anyone other than the Physical Plant Lockshop are illegal and contrary to the policy. Illegal locks and keys will be removed from service. Knowledge of the existence of such should be communicated to the Director of Physical Plant Services.

518.1:6 Issuing of Keys

Physical Plant Services Lockshop will issue key(s) to employees as authorized by their supervisor and approved by the Executive Vice President/Chief of Staff.

Once the key(s) are created, the locksmith will give the key(s) to the Human Resources department. The Human Resources department will release the key(s) to the employee once the employee signs the key acknowledgement form. All keys requested will require signatures for acceptance of keys issued. After the key acknowledgement form has been properly filled out, all forms are to be filed in the Human Resource Office. Forms will be stored in the employee's official employee file.

518.1:7 Returning of Keys

Upon end of need and/or termination of employment, key(s) issued should be returned by the individual employee that the keys were initially assigned to. This person is responsible to immediately return the key(s) to the Human Resource Office with a recovery form documenting that the key(s) has been returned. Keys are not to be returned by campus mail. The key recovery form must be signed by the employee that the keys were originally assigned to as well as the Human Resources employee accepting the keys.

Keys are not to be passed/transferred person-to-person or reissued within a unit or department. Keys must be turned into the Human Resources department and then reissued by the Redlands Community College locksmith. Keys are not to be loaned.



518.1:8 Inventory

The Director of Physical Plant Services who oversees the Locksmith shall ensure that an inventory is conducted of all issued keys on the even calendar year. The inventory should be completed on even years by August 1st.

This inventory shall be conducted to ensure all issued keys are in the possession of the proper person to whom issued.

Periodic checks may be made to verify compliance in addition to the even year inventory.

518.1:8 Lost, Misplaced, or Stolen Keys

Lost, misplaced, or stolen keys shall be reported as soon as it is suspected or known that the keys are missing. College property, employees and students may be placed at security risk if unreported.

Employees entrusted with keys are responsible for reporting any lost or stolen keys within 24 hours. When a key is lost or stolen, the employee must pay a fee of \$25 per key. In the event that the building is re-keyed, the employee must pay the re-keying fee also. If the key is found after the fee has been paid, the money will be refunded if the building has not yet been re-keyed.

The initial notice shall be given to the immediate supervisor who is responsible to report the loss to the Physical Plant Services and to their department supervisor. The individual may initiate the notice in the absence of their supervisor. The employee and supervisor shall notify Campus security as well.

College Housing Residential Life employees will follow the same procedure. College Housing Residents will report directly to the Coordinator of Residential Life.

No replacement of keys will be authorized by the locksmith until the Physical Plant Services has processed the notice of lost, misplaced, or stolen keys. All replacement key fees must be paid and a receipt given to the Human Resources department before replacement keys can be issued.



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