Issuance of Keys
All requests for building access, individual lock keys, or building master keys will be initiated by the designated requestor in each area by completing the Key Request Form, the Vendor/Contractor – Key Sign Out Form, or the Inside Vendor/Contractor – Key Request Form. After approval is granted by a Department Head, Dean or Vice President, the form will be forwarded to Facilities Accounting (AD 60). Requests will be entered into the key module of TMA by the Security Systems Clerk. Facilities Stockroom will notify the key recipient within three (3) business days electronically of a date and time to pick up and sign for their key. Keys will be picked up from the **Facilities Stockroom** (6130 USA Drive North, Mobile, AL 36688). **Note: Facilities Maintenance Lock Shop reserves the right to deny the approval of any key.**

The key will be released only to the key recipient. At pickup, he/she must provide a USA photo I.D. or driver's license. Keys will not be issued by mail. Keys will be held for pick up for five (5) business days, after which a new request must be initiated.

Per the Separation from Employment Checklist instituted September 2018, all keys must be returned to Facilities Maintenance Lock Shop when an employee transfers to another department or leaves University employment. **Reissuing keys internally within a department is not permitted**. (Refer to the **Separation Checklist for Employees and the Separation Checklist for Management**). Keys will be issued only for functional needs, not for convenience; when function changes, old keys must be returned before new keys will be issued.

Duplication
All keys referred to in this policy are the property of USA and are not to be duplicated by anyone other than the Facilities Maintenance Lock Shop. Duplication of a key, or the possession of an unauthorized duplicate, may result in disciplinary action.

Lock Changes
Maintenance requests for lock changes will be submitted to Facilities Maintenance Lock Shop via the TMA work order system. The request should indicate the lock(s), the level of access, and the reason for

Custodial closets, mechanical, electrical, and Information Technology Services (ITS) Telecommunication rooms

These are secured spaces that are accessible to those individuals charged with Facilities Maintenance responsibilities. No other keys will be issued for these spaces.

Padlocks, cabinet, desk, and file keys

[illegible]

Student Access Keys

Graduate Assistants or Graduate Teaching Assistant

FacilitiesStockroom

Facilities Maintenance Lock Shop

Note: Facilities Maintenance Lock Shop reserves the right to deny the approval of any key.

FEE SCHEDULE

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