

Key Control

Summary

Columbus State University and Plant Operations provide guidelines to manage daily key issuance and establish responsibility for all Plant Operations employees.

Purpose

The purpose of this document is to describe the guidelines that manage daily key issuance and establish responsibility for all Plant Operations employees.

Policy

Keys will be kept secure in a locked key box in Plant Operations or physically in the possession of the assigned employee at all times during the day. Keys should never be placed on carts, desks, or any place other than in the key box or the employee's physical possession. Keys shall not be removed from the ring or loaned to another person. Persons who lose keys must report such a loss to the Manager of Plant Operations immediately. Employees who lose keys may receive disciplinary action, up to and including termination.

Procedure:

1. Keys are located in a key lock box in Plant Operations during non-work times.
2. Keys shall be kept in the physical possession of the assigned employee at all times during the workday.
3. The assigned employee returns keys to the lock box at the end of the workday.
4. Keys that are lost or not returned at the end of the day will be immediately reported as missing to the Manager of Plant Operations.

Related USG Policy

N/A

Last Update

N/A

Responsible Authority

Plant Operations