

# SRTC Procedure: Keys

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Supervisor will request keys for new employee by sending an email to Vice President for Operations and copying the appropriate Vice President for your area.

Once Vice President for Operations approves request; it is then sent to maintenance department to create the key.

Once key is created; the employee will be given a key along with a key procedure form that the employee must sign and return to the Facilities Director or supervisor.

Facilities Director will send the collected form to Vice President for Operation's office to be filed.

Upon resignation the employee notifies their supervisor who will then request copy of key procedure form from Vice President for Operation's office which will be scanned and sent to supervisor.

The supervisor will collect keys and signed key forms. The keys and form will be sent to the Facilities Director or supervisor on that campus. The maintenance department will secure keys in key box and send form to Vice President for Operation's office.

## **Responsibility**

The Vice President for Operations has the overall responsibility for ensuring this procedure is implemented.

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## **Reference:**

[SRTC Key Control Form](#)

Approved: 09-24-2015