

OREGON INSTITUTE OF TECHNOLOGY

Issuance of Keys OIT-50-001

Keys to buildings and offices will be issued to faculty, staff and other members of the campus community as required. Control of keys is essential to campus security. Faculty and staff will be issued a key(s) that will open the building and office to which the person is assigned.

- Requests for keys must be approved by the Provost or Vice President. Requests are to be forwarded to Facilities Services. Keys will be picked up and signed for by the user at Facilities Services. Inventory of issued keys will be kept in Facilities Services.
- Key requests for student services areas in the College Union and Housing should be directed to the respective director and are the responsibility of the Vice President for Student Affairs. Keys must be returned to these respective Directors.
- Keys to Residence Hall rooms are issued to students by the Housing Office. Keys must be returned to the Housing Office.

Payment for Keys

An initial deposit is not required for keys. All keys received must be returned to the Office of Human Resources when no longer needed or prior to leaving OIT employment.

Keys not returned or lost will result in a charge for replacement and to cover the cost of changing locks as necessary.

The cost of replacement for unreturned student housing keys will be deducted from the student's housing deposit.

Control of Keys

Faculty and staff are cautioned to not lend keys. Students approved by the appropriate Vice President or Provost may access buildings through Campus Safety.

Campus Safety officers have instructions to confiscate keys found in the possession of unauthorized people and to investigate the circumstances surrounding the incident.

Lost or stolen keys should be immediately reported to Campus Safety.

