

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Key Policy

TIU POLICY #: P-600

STATUS: Approved, April 2013
Updated, December 2015

I. PURPOSE:

To specify policy for obtaining keys on the Deerfield campus of Trinity International University (University).

II. SCOPE:

This policy applies to all faculty, staff and students requiring access to academic or residential buildings and rooms on the Deerfield campus.

III. POLICY:

A. Eligibility

1. Employees who need access to building office and storage areas.
2. Students that reside in a University residential hall or apartment.
3. Students who need access to club rooms, classrooms, offices or storage areas.

B. Key Request and Pick-up Process

1. Non-residential access (employees and students)
 - a. Supervisors should submit a request for keys using the on-line submission form at my.tiu.edu > Campus Services > Key Requests.
 - b. A \$25.00 key deposit per key is required for non-employee student key requests.
2. Residential access
 - a. Undergraduate residence halls: Residence Life staff are responsible to issue keys to each resident at the start of each year or semester.
 - b. Graduate residence halls and apartments: The Housing Office is responsible to issue keys to each resident at the start of each year or semester.

C. Returning Key

1. Non-residential: Once a key is no longer needed, it must be returned to the Facility Services office.
2. Residential
 - a. Undergraduate: Upon vacating a residence hall, each student is required to return the key to Residence Life when checking out.
 - b. Graduate: Upon vacating an apartment or residence hall, the student is required to return the key to the Housing Office.

D. Lost or Stolen Keys

1. Non-residential: A lost or stolen key should be immediately reported to Facility Services at extension 7135 or Security at extension 6400.
2. Undergraduate residential: A lost or stolen key must be immediately reported by the student to the Residence Life Office.
3. Graduate residential: A lost or stolen key must be immediately reported by the student to the Housing Office.

E. Residential Key Boxes

1. Issuance: At the beginning of each academic year, the Residence Life (undergraduate) and Housing Office (graduate) will be issued key boxes containing all residential spaces in their jurisdiction, which they are required to pick up at the Facility Services office.
2. Return: At the end of each academic year or summer, all departments having had a key box issued to them shall schedule an appointment with the Facility Services Office Manager to return the key box(es).

F. Key Inventory Reporting

Periodically, the Facility Services Office Manager will send department heads a report on keys issued in their area. Department heads should review the reports and note discrepancies to the Facility Services Office Manager.