

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.24, **Control of Keys to TTUHSC Facilities**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to help protect the life, property and security of our facilities and all its occupants. It serves as a framework by which access to our buildings will be controlled and how keys will be managed, accounted for, issued, duplicated, stored, controlled, returned and replaced. The policy also seeks to implement a proper key process and then preserve it by restoring security in a timely manner whenever key control has been compromised.

REVIEW: This HSC OP will be reviewed on September 1 of every fourth year (E4Y) by the Facilities and Operations Director at each campus with recommendation for revisions forwarded to the Vice President for Facilities and Safety Services (VPFSS) by October 15.

POLICY/PROCEDURE:

1. Campus Manager.

Amarillo:	Facilities Ops and Maintenance
Lubbock:	Facilities Ops and Maintenance
Odessa:	Facilities Ops and Maintenance
Midland:	Facilities Ops and Maintenance
Abilene:	Facilities Ops and Maintenance
Dallas:	Facilities Ops and Maintenance

2. General Policy

- a. TTUHSC facilities include, but are not limited to, all teaching, administrative, research, mechanical, storage and shop space owned or leased by the TTUHSC.
- b. TTUHSC key is any keying device, which allows access to a TTUHSC building, office, laboratory, classroom, or any other space within facilities under the control of TTUHSC, including leased space.
- c. Keys are considered to be property of the State of Texas. Keys are issued to an individual and are for his/her exclusive use. Defacing, marking, altering, duplicating, loaning, or selling of any key/keycard is prohibited.
- d. Department heads shall maintain control of keys for departmental equipment, files, desks storage, vehicles, etc.; Facilities Operations Department will control only building keys, but will respond to work order requests for any repairs necessary on a departmental charge basis. Departments are responsible for all cost associated with their request not related to routine maintenance of existing facilities hardware are 1w

- h. The given notice should be in written form and/or utilizing the exiting process for notification established by TTUHSC HR. Failure to give notice will be considered a willful disregard for TTUHSC approved policy; and potential