



DEPARTMENT OF FACILITIES MANAGEMENT

KEY REQUEST AND CHECK-OUT POLICY

1. All key requests must be submitted on a Key Request Form and received at the Facilities Management Office in order to be processed. Key Request Forms can be obtained by printing the form from the Facilities Management website. The Key Request Form must be filled out in its entirety. Keys can be picked up and turned in at the Facilities Management Office Monday-Friday between 8:00am and 4:30pm. Please allow 5-10 business days to process the request.
2. Keys will be issued **ONLY** to the assigned person on the key request form. The key holders are responsible for the keys issued to them until those keys are returned and cleared through the Facilities Management Department
3. All APU key holders are responsible for safeguarding any keys supplied to them and must be able to produce those keys when requested. Keys are not to be left unattended, not even in a locked desk.
4. All keys are the property of Azusa Pacific University, not the key holder. A key holder's privileges can be revoked at anytime.
5. All keys are to be returned to the Facilities Management Department (excluding housing and mailbox keys). **KEYS ARE NOT TO BE TRANSFERRED BETWEEN OFFICE PERSONNEL**, as this invalidates Facilities Management and Locksmith records.
6. Keys that are issued to students must be returned at the end of every semester. Keys for adjuncts must be returned at the end of every academic year (September to May).
7. All key holders must turn in their keys to Facilities Management or to Human Resources during their exit interview. Satellite campuses are responsible for collecting keys for their site and maintaining a key log for tracking and accountability purposes.
8. All key holders will be personally charged for lost keys and associated costs.
9. Key holders will be fined \$25.00 for loaning out university keys. A second incident of loaning out university keys will result in a loss of key privileges.
10. There is a **MINIMUM \$50.00** service charge (Per Key) for the replacement of lost keys. Additional charges may be incurred at the discretion of Facilities Management.
11. All fines must be paid before a replacement key will be issued.
The following minimum reimbursement charges for lost keys will apply. If more extensive work is necessary due to the critical nature of the lost key(s), these costs may escalate in order to cover all associated costs.

Operating Key	\$50.00
Sub-Master Key	\$150.00
Master Key	\$300.00

Whenever keys are missing, Facilities Management will complete any work necessary to maintain the security of the areas that the lost keys operate.