

Business Office

Central Key Control

General

New Mexico Tech's Central Key Control office is located at Campus Police headquarters. A full-time key control officer/receptionist is responsible for issuing keys, and maintaining key files. (Please contact Facilities Management (835-5533) for issues related to door handles and locks.)

The key policy applies to New Mexico Tech employees, faculty, students and visiting scientists requiring key(s) to buildings, building equipment, and/or the use of other rooms required during their period of employment or assignment to an educational project.

Key(s) are issued to individuals to facilitate their work, with the understanding that the persons receiving key(s) will exercise proper care of them. No key(s) will be issued without the proper department head's signature.

A \$5.00 deposit per key must be paid by anyone who is not a permanent regular employee of New Mexico Tech, a policy that includes all students, visiting students, or scientists. The deposit is refunded when key(s) are returned. This deposit may not be paid out of New Mexico Tech funds. Please note that student workers are considered students first and employees second; therefore, the \$5.00 deposit applies.

By signing the key form and accepting the key(s) a person agrees not to lend the key(s) to any unauthorized individual. The duplication of any New Mexico Tech key(s) is prohibited.

All assigned key(s), including those assigned to directors and department heads, must be returned to the Key Control Office upon termination of employment with a department. In preparation for leaving campus, a clearance form must be signed before a final paycheck, grades or diploma is issued.

Loss of key(s) must be reported to the department/division head. The department should forward a memo to the Key Control Office, acknowledging the loss. This memo is attached to the individual's key form as documentation. The department/division head may choose to re-key the door(s). If a person loses key(s) more than once, the department may charge the individual for re-keying the doors.

Anyone requesting more than one key for the same door (including master key) must attach a memo made to the attention of the Director of Finance in Brown Hall, signed by the department/division head. The memo is attached to the key form and indicates why a second key is required.

Master keys are not normally issued to a student. In rare cases where a master key is issued to a student, the key form must have the approval of the vice president with authority for that facility.

Keys will not be issued on demand. The Key Control Office needs one day to review requests for keys. The department will be contacted by phone or e-mail when key(s) are ready for pick-up.

Key Cabinet

The Key Cabinet is devised from the key's assigned building, room number, and department.

Individual Key List

Keys that have been issued to faculty, staff, students or employees should be listed in the Individual Key List. The list is maintained on the computer as well as in a card file for easy access and updating. The yellow/pink Individual Key form is filed alphabetically according to building

and department. An Individual Key Card File also is kept alphabetically. The white copy of the Individual Key form should be sent to the designated department.

Approved by Key Control, Feb. 2004