



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective January 28, 2005, Revised August 12, 2020**  
**Reviewed July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 4.001**

### **Subject: Building Services Key Assignment and Control**

**Purpose and Scope:** To manage daily key issuance, establish responsibility, and formalize a method of control.

Keys will be kept secure in locked key boxes in Building 92 or physically in the possession of the assigned employee at all times during the day. Keys shall not be placed on carts, desks, or any place other than physical possession. Keys shall not be removed from the ring or loaned to another person. Only Environmental Services Supervisors possess keys to the lock box. All keys (including Supervisors and office worker sets) shall be locked in a secure area when not in physical possession. An additional set of keys used from weekend work and emergencies is kept at the University Police Department.

**Persons who lose keys must report such a loss to the University police and your Supervisor immediately, then submit a new request for replacement keys at a cost indicated in Key Requests, Issuance, and Control FAC 5.019.**

Stolen keys should be reported to the immediate supervisor who will contact the University Police Department so the incident can be investigated and a report issued. Lost or stolen keys may result in disciplinary action up to and including termination.

#### **Procedure:**

1. Keys are secured in a key lock box in Building 92 per area/Supervisor during non-work times.
2. Area Supervisors unlock key box at the beginning of the workday and issue assigned keys to Building Services Employees.
3. Keys shall be kept in the physical possession of the assigned employee at all times during the workday.
4. The assigned employee returns keys to the lock box in Building 92 at the end of the workday. Only the employee responsible for the keys is authorized to return the keys.
5. Each Supervisor will monitor key return and verify that all keys are returned to the lock box and that the lock box is secured before leaving for the day.
6. Any keys that are lost, stolen, or not returned at the end of the day will be immediately reported as missing to the Coordinator Building Services or Director of Buildings & Grounds by the appropriate supervisor.



7. For work done outside of Building Services' normal business hours, keys will be picked up at the University Police Department. Keys must be returned to the Police Department before leaving for the day or evening. This set of keys remains in the University Police Department and must be signed out.

**Contingency:** In the absence of the Supervisor, his or her assigned staff member will be responsible for key issuance and control.

- During special presentations, training or meeting events in Bldg. 92/110 that block staff's access to key box, staff should enter Building 92 by way of east or south entrance into 92/122 (corridor). Keys will be returned to appropriate supervisors at their offices.
- Staff meet in the corridor #122 or outside at the patio area. In case of inclement weather the staff shall meet in Building 91/106B or Building 93 (corridor).

**Developed by: Buildings & Grounds Management**

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