



## KEY ACCESS CONTROL OREGON TECH PROCESS

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### PURPOSE

In the interest of providing the Oregon Institute of Technology ("Oregon Tech") community with a safe environment to learn, teach, live, and work, the University limits and controls keys to University facilities and spaces. Keys and locks to University facilities and spaces are the property of Oregon Tech, and should be obtained and managed in accordance with this process. The specific purpose of this process is to ensure that staff and students have the keys and access required to complete job duties.

### APPLICABILITY/SCOPE

This process applies to all students, staff, and faculty at Oregon Tech, University.

### DEFINITIONS

- **Unkey** Key that opens University gates. For the purpose of this process, keys to athletic lockers, desks, and other areas controlled at the department level are not included.
- **Risky** Certain areas, although they have restricted access due to an identified risk, areas would include certain

### UNIVERSITY

- **Identified** Areas of the University that have been identified as high risk areas for security or safety.

control and be responsible for the key(s). Students will not be allowed to pick up keys not being issued to them personally and without supervisor authority.

- ~~Temporary~~ Keys The Facilities Management Locksmith Shop will track the issuance of all restricted access keys, as well as temporary keys that are signed-out. Department heads, deans, and chairpersons (or their designate) will be responsible for tracking the issuance of and ensuring the return of all keys in their control, who in m (n)1 (a)-3il vssA)-3U(1 0 Tw 18954-Lessdl, T3v



Link to Key Request Form:

[https://oregontech.sharepoint.com/:w:/r/dept/ehas/\\_layouts/15/Doc.aspx?sourcedoc=%7B264873EE-DBDF-44FB-B1C9-5A481EB6E03A%7D&file=Key%20Request%20Form%20-%202018.docx&action=default&mobileredirect=true](https://oregontech.sharepoint.com/:w:/r/dept/ehas/_layouts/15/Doc.aspx?sourcedoc=%7B264873EE-DBDF-44FB-B1C9-5A481EB6E03A%7D&file=Key%20Request%20Form%20-%202018.docx&action=default&mobileredirect=true)

This process may be revised at any time without notice. All revisions supersede prior processes and are effective immediately upon approval.

Approved: \_\_\_\_\_  
Thom Darrah, Director Facilities Management Services

Date: \_\_\_\_\_