
KEY POLICY

Category: Events and Facilities

Responsible Office: Facilities Operations

Date Established: 03/12/2015

Date Posted to Library: 04/01/2016

Date Last Revised: 11/29/2017

POLICY SUMMARY

The purpose of this policy is to describe the regulations for controlling physical access to Buffalo State College facilities through the use of keys, electronic devices and other access hardware.

POLICY

Buffalo State College keys are issued to individuals, not departments.

No person may obtain more than one key to a specific area without approval from the Director of Facilities Business Operations and Services or his/her designee.

Keys are transferred or loaned only by the Facilities Operations Office. Only the Buffalo State Lock Shop may duplicate college keys.

Students are issued keys on a semester basis.

Procedure

Key authorization cards (request for keys) should be submitted to the Buffalo State Facilities Operations Office. One key will be issued for each key authorization card submitted. (After a key request is submitted there may be a two-day wait while keys are being made.)

Charges

- A charge of \$10 will be assessed for each key replacement.
- A charge of \$50 will be assessed for any lock change necessitated by lost or stolen keys.
- A charge of \$50 will be assessed for each key not returned to the Customer Service Key Center upon employee separation from SUNY Buffalo State.

Applicability

This policy applies to Buffalo State faculty, staff, students and contractors.

Responsibility

Responsibility for this control function rests with the Facilities Operations Office, where keys are dispensed and returned and appropriate work orders are initiated.

Key Policy

RELATED INFORMATION

Related Links:

[Key Authorization Card](#) (Non-dormitory, outside entrance, sub-master and cabinet key request)

[Master Key Authorization Card](#)

[High-Security Authorization Card](#)

[Lock Change Request/Key Replacement Request](#)

CONTACT INFORMATION

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REVISION HISTORY

Date of change: 11/29/2017

Brief description of edit: Name change for responsible office

APPROVAL

Approved prior to 2016