
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: 08/13/2020

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 SUNY 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 \$75 will be assessed for any lock change necessitated by lost or stolen keys.
- A charge of \$75 will be assessed for any lock change necessitated by space reassignment.
- A charge of \$75 will be assessed for each key not returned to the Facilities Operations 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: 08/13/20

Brief description of edit: Price increase due to material cost increase and formatting change.

APPROVAL

Approved prior to 2016

