

---

**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:** 08/01/2023

---

**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**

Complete a [key request form](#). Facilities Operation electronically verifies requests from the appropriate supervisor upon submission. Once approval is obtained, the key request is processed within 2 business days. Facilities Operations emails the requestor when the key is available for pick-up at Clinton Center 106. Pick-up can be made on Tuesdays, Wednesdays, and Thursdays between 8:30 a.m. and 3:30 p.m.

**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:**

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

### **CONTACT INFORMATION**

Facilities Operations  
Clinton Center, Room 106  
1300 Elmwood Avenue  
Buffalo, NY 14222

Phone: (716) 878-6111

Fax: (716) 878-5118

Website: <https://facilities.buffalostate.edu/>

E-mail: [byercl@buffalostate.edu](mailto:byercl@buffalostate.edu)

### **REVISION HISTORY**

Date of change: 08/01/2023

Brief description of edit: Procedural change to electronic.

### **APPROVAL**

Approved prior to 2016

