

Key Policy

Division: Finance and Management
Responsible Office: Facilities Operations

Date Established: 03/12/2015
Date Last Revised: 04/22/2026
Date Posted to Library: 04/01/2023

POLICY SUMMARY

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

POLICY STATEMENT

Buffalo State University 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 university keys.

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.

RESPONSIBILITIES

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

APPLICABILITY

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

RELATED PROCEDURES

Lock Change Request/Key Replacement Request

CONTACT INFORMATION

Phone: (716) 878-6111

Key Policy

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

E-mail: facilities@buffalostate.edu

APPROVAL

Prior to 2016

REVISION HISTORY

Date of change: 08/01/2023

Brief description of edit: Procedural change to electronic.

Date of change: 04/16/2026

Brief description of edit: Reformatted to ADA Accessible Template