

Board Policies

ADMINISTRATIVE AFFAIRS

155.00 KEYS TO COLLEGE FACILITIES AND EQUIPMENT

College property should be kept as secure as possible, yet remain available for its intended uses. Keys to College facilities and equipment will be issued on an as needed basis as authorized by College Administration.

Keys will only be issued with a properly completed approval form which has been signed by both the appropriate supervisor and Vice President of Finance and Administration.

Temporary employees or official volunteers of the College will be issued keys only for the duration of their contract. Vendors needing keys to complete an approved contract must sign in with the Director of Maintenance or designee.

Adopted December 19, 2005

Revised October 18, 2011

Revised November 16, 2020