



# University of the Incarnate Word

## KEY RECORD

**\*PLEASE READ REVERSE SIDE BEFORE COMPLETING\***

1. School ID (Required)	2a. Applicant's Name (Last) - TYPE or PRINT
3. Building / Room Number:	2b. Applicant's Name (First, & MI) - TYPE or PRINT
4. Department	<input type="checkbox"/> Administrator <input type="checkbox"/> Faculty <input type="checkbox"/> Staff University Phone #:
5. Remarks (If Applicant is signing for more than 1 key list each additional key (s) here):	
6. Approved - Typed or printed name of Department Chair/Director & University Phone #:  <div style="text-align: right;">Phone #:</div>	7. Approved - Typed or Printed name of Dean or Vice President & University Phone #:  <div style="text-align: right;">Phone #:</div>
Signature of Department Chair/Director  <div style="text-align: right;">Date:</div>	Signature of Dean or Vice President  <div style="text-align: right;">Date:</div>
8. Signature of Applicant (I certify that I have received key (s) described heron. I have read and agree to the conditions of issuance as stipulated on the reverse side of this form and I have received a copy of this form):  <div style="text-align: right;">Date:</div>	
9. Key Returned (Signature of HR Representative)  <div style="text-align: right;">Date:</div>	
10. Key Returned (Signature of Facilities & Management and Services Representative):  <div style="text-align: right;">Date:</div>	

\*Please Read UIW Key Issue and Control Procedures and the Reverse Side of this Form Before Completing. All previous key record forms are obsolete. Use only August 2006 revision\*



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## Instructions for Completing Key Record (UIW Form)

(Revised August 2006)

1. A key can only be issued to full time employees and cannot be issued until a properly completed and approved key record form is received in the Facilities and Management Services office.
2. If an individual needs more than 1 key, additional keys will be listed in block 5 on the key record form.
3. THE KEY RECORD IS USED FOR THE INITIAL REQUEST FOR KEY(S). ANY SUBSEQUENT REQUEST FOR A KEY(S), FOR THE SAME PERSON, WILL BE IN THE FORM OF AN E-MAIL TO FACILITIES FROM THE DEAN/VICE PRESIDENT APPROVING THE ISSUE OF ANOTHER KEY(S).

- BLOCK 1 Enter your (the applicant's) School ID Number.
- BLOCK 2 Enter your (the applicant's) full name, check appropriate classification box and indicate a campus phone number.
- BLOCK 3 Enter the name of the building and room number you are requesting a key for.
- BLOCK 4 Enter the name of the department to which you are assigned.
- BLOCK 5 Enter any information that will aid in evaluating the request. All requests for a master key must be justified in this block and approved by the Vice President for Business and Finance. Deans/Vice Presidents may also require justification for lower level keys. List any additional keys needed in this block.
- BLOCK 6 Chairpersons/Directors can approve requests for access, such as individual keys to an area that they control such as office(s), classroom(s), and dorm(s). This includes requests for an exterior door and common area keys for a building in which they have assigned offices or work areas. PLEASE NOTE: NO EXTERIOR BUILDING DOOR KEY WILL BE ISSUED IF THE BUILDING HAS DSX ID CARD ACCESS. CAMPUS POLICE ARE RESPONSIBLE FOR LOCKING/UNLOCKING ALL UIW BUILDINGS.
- BLOCK 7 All requests for a building or for a master or sub-master keys must first be approved by your Dean or Vice President. Final Authorization for a building key or for a Master Key rests with the Vice President for Business and Finance.
- BLOCK 8 Deliver or forward the approved key record in its entirety to the office of Facilities and Management and Services. When the key is ready, the applicant will be called and must pick up and sign for the key. The applicant SHOULD NOT sign his/her name in Block 8 UNTIL the key(s) is physically in hand. The applicant will be given a Copy of the Key Record Form after signature.

### Special Instructions

DUPLICATION AND/OR TRANSFER OF ANY KEY BY AN EMPLOYEE TO ANOTHER PERSON IS NOT PERMITTED. You (the applicant) are expected to abide by all regulations and procedures in accordance with the Key Issue and Control Procedures as stated in the University of the Incarnate Word Faculty Handbook or Administrator/Staff Guidelines. All keys issued remain the property of UIW and shall be returned under the following conditions.

1. Prior to transfer to another department, building, or office. Key(s) must be returned to the office of Facilities and Management Services by the transferring person, in order to be cleared from responsibility for the key(s). UNDER NO CIRCUMSTANCES WILL THE TRANSFERING EMPLOYEE GIVE THE KEY TO ANYONE OTHER THAN THE OFFICE OF FACILITIES AND MANAGEMENT SERVICES.
2. Upon termination of employment all UIW key(s) must be turned in at the office of Human Relations upon clearance from UIW employment. Employee's final pay check will be held until this is accomplished.
3. Upon request of the department chairperson/director or administrative head who will retain the keys to Facilities and Management Services.
4. Upon being granted a leave of absence without pay for a period of 30 or more calendar days, unless authorized access to the building and/or office during the leave by the department director.
5. Upon request by Police/Security personnel or by personnel authorized to audit the key control policy.

**Fees:** Replacement of a lost/stolen key or failure to return an issued key by its due date or upon an employee's last day of employment is subject to a fee as stated below:

1. A replacement fee of \$10.00 per door opened, up to a maximum of \$100.00, for each master or sub-master key not returned.
2. A replacement fee of \$20.00 will be charged for each key other than a master or sub-master not returned.
3. The department will also be charged \$10.00 a key for each door that a master or sub-master key opens with a maximum of \$500.00.

KEY REPLACEMENT FEES WILL BE DEDUCTED FROM THE EMPLOYEE'S FINAL PAYCHECK FOR EACH KEY NOT RETURNED.