



Home | Calendar | Academic Affairs | Student Affairs | President's Office | Directory | JOBS | Giving to PVAMU

Business Affairs

- ▶ Our Mission
- ▶ Contact Information
- ▶ Organization Chart
- ▶ Staff Directory
- ▶ Forms Library
- ▶ Policy Library
- ▶ Reports Library
- ▶ Training Library
- ▶ Business Affairs Online Services
- ▶ Professional Development
- ▶ Business Affairs Calendar
- ▶ Office of VPBA Presentations
- ▶ Send us your comments

Business Affairs Services

- ▶ Administrative Memoranda
- ▶ Compensation Pay Plan
- Financial Aid Policies & Procedures
- Human Resources Policies/Procedures
- ▶ Information Security Standards
- Parking Rules & Regulations
- ▼ **PVAMU Administrative Procedures**
 - General
 - President's Delegations and Authorizations
 - ▶ Procurement
 - ▶ Budget & Payroll
 - ▶ Cash Management
 - ▼ **Accounting and Safeguarding of Assets**
 - Monthly Financial Statements
 - Security and Use of Golf Carts
 - **Key Control Policy**
 - Security of Personal Computers
 - Use of Buildings
 - Telephone Use
 - Student Information System (SIS+) Access and Security
 - FAMIS Access and Security
 - Administration of Sponsored Programs
 - Vehicle Fleet Management
 - Administration of University Construction and Maintenance Projects
 - Use of Licensed Commercial Software
 - Password Policy
 - Traffic and Parking
 - ▶ Travel
 - ▶ Human Resources
 - ▶ Students
 - InterCollegiate Athletics
 - ▶ Academic Programs and Faculty
 - ▶ Public Affairs and

Home Student Portal Panther Email Printable Version

Home » Forms, Policies & Reports » Policy Library » PVAMU Administrative Procedures » Accounting and Safeguarding of Assets » Key Control Policy

Accounting and Safeguarding of Assets

40.05 Key Control

Issued: May 15, 1998

1. Key Inventory

- 1.1 The Physical Plant Department maintains a master file of keys intended primarily for duplication purposes and to permit routine access to facilities by the custodial employees and maintenance personnel. The Department of Public Safety also maintains keys for emergency access to facilities in case of fire, threats to life, and/to property loss. These procedures cover all University facilities except the auxiliary buildings and dormitories which have their own key control procedures.
- 1.2 Each Senior Building Occupant must maintain a log ([Attachment 1](#)) of all keys assigned to them and the employees to whom they are assigned.

2. Transfer of Keys to Senior Building Occupant

By arrangement with the Office of the Vice Chancellor for Facilities Planning and Construction, keys for new buildings are delivered to the Construction Manager of the Physical Plant Department. Prior to issuance of keys to building occupants, they are numbered and recorded on a key control card which is kept in the Physical Plant Department files. Once the keys are delivered to the Senior Building Occupants or their designees, they are responsible for the security, issuance and control over the keys.

2. Additional Keys

- 2.1 All keys are the property of Prairie View A&M University and the duplication of keys to University facilities by any person, agency or company other than the Physical Plant Department is prohibited.
- 2.2 The responsibility for determining the need for keys furnished to building occupants rests with the Senior Building Occupant ([Attachment 2](#)). The Senior Building Occupant is defined as the person recognized by the Physical Plant Key Shop personnel as being the responsible party for authorizing additional keys.
- 2.3 Requests for additional building keys, as well as requests for keys for departmental equipment such as lockers, filing cabinets, desks and most padlock keys, must be submitted on the Key Request Form ([Attachment 3](#)). In the event that a key cannot be cut at the Physical Plant Department, authorization to go elsewhere to have the key duplicated must be given by applicable vice president and the Director of Physical Plant.
- 2.4 Issuance of mechanical and custodial room keys will be limited to Physical Plant Department personnel and must be approved by the Physical Plant Director.
- 2.5 Requests for keys will be approved by the appropriate vice president or their designee.

3. Additional Locks or Lock Changes

Requests for locks (including double-sided deadbolt or other alternative style of locks) or lock changes should be submitted on a Physical Plant Work Request Form.

4. Lock Maintenance

In the event a lock malfunctions (i.e. keys become hard to operate or stick), the employee should notify the Physical Plant Department. Do not spray the lock with any oils or WD-40 as this tends to correct the problem only temporarily and will promote dust build-up in the lock and ultimately create a more severe problem.

5. Disposition of Unneeded Keys

Keys must not be transferred between departments. Keys no longer needed should be returned to the Physical Plant Department. Old out-of-date keys should be provided to the Physical Plant Department for disposal.

- ▶ [Public Safety and Development](#)
- ▶ [PVAMU Rules](#)
- ▶ [Travel Policies](#)

6. Lost or Stolen Keys

In the event keys are lost or stolen, the employee should immediately notify their department head, the Physical Plant Department and the University Police Department by completing the Lost Key Notification Form ([Attachment 4](#)) and routing copies to the respective office.

7. Emergency Access

A lock box will be maintained in the office of the Department of Public Safety (University Police) to hold master keys for emergency use only. These keys may be accessed only in the event of an emergency and will require a police report.

8. Forms

Physical Plant Work Request Forms may be obtained from the Physical Plant Department.

Contact: Physical Plant Director

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