

Key Procedure Agreement Form

Miami Dade College Hialeah Campus

Employees who request and are issued keys for the purpose of gaining access into College facilities, are subject to pre-approval by both their supervisor, and the Director of Administration. Please note that the term key(s) is used as an access tool, issued to enter a College facility. Both the employee and their immediate supervisor are required to abide by, and agree to the following terms and conditions on this document prior to the approval process:

- All key requests must be pre-approved by the Director of Administrative Services.
- Keys will be issued only where there is a justified need for employee to have access designated area. Employment does not necessarily justify the issuance of keys.
- Keys are issued for access into College facilities for the purpose of conducting College business only.
- Assigned key(s) are College property, and users are responsible for the safe-keeping of the key(s).
- An employee in possession of assigned keys who enter or exit a secured building, are not authorized to permit another individual to enter that area at that time. Employees should direct those individuals to the Public Safety Office.
- College keys shall never be duplicated; door locks must never be tampered with, nor changed at any time. *Reference: College Procedure 2160, subsection II, G.*
- Doors must be locked after official business hours to maintain the security of the interior contents.
- An employee entering or leaving a locked building will be responsible for securing the entrance/exit and may be held responsible for any loss or damage to College property resulting from failure to do so.
- In no case is a key of any type to be transferred from one individual to another or to be obtained from any source other than the Campus Public Safety Office.
- All issued keys are College property and to be mandatory returned to Public Safety Department upon the following circumstances:
 - 1. Employee transfers to another department or building.
 - 2. Employee is terminated, retires or resigns.
 - 3. Requested by an appropriate supervisor.
 - 4. Employee is granted a leave of absence without pay for a period of 30 or more calendar days.
- If an employee loses a key, they may be subject to disciplinary action, up to and including termination. In addition, the employee may be required to cover the cost of both a replacement key, and a lock(s). Note the following:
 - 1. Lost, broken, and/or stolen keys must be immediately reported in writing to the employee's supervisor, department head, and the Campus Public Safety Department.
 - 2. Broken key pieces must be turned in when a key is reported broken or bent.

Supervisor Acknowledgement:

Supervisor Name & MDID:

Supervisor Signature:

Date of Signature:

Employee Acknowledgement:

Employee Name & MDID:

Employee Signature:

Date of Signature:



Key Request Form

Miami Dade College Hialeah Campus

PRINT CLEARLY IN INK

TODAY'S DATE: _____

EMPLOYEE INFORMATION:

LAST NAME: _____ FIRST NAME: _____

EMAIL ADDRESS: _____

DEPARTMENT: _____

PERSONAL PHONE #: _____ OFFICE PHONE #: _____

SUPERVISOR NAME & EXT: _____

EMAIL ADDRESS: _____

KEY INFORMATION:

KEY ROOM #: _____ ROOM TYPE: _____

ACCESS CARD TYPE: NEW _____ REPLACEMENT _____ UPDATE CURRENT _____

IS THE KEY LOST or STOLEN KEY? Y/N: _____ (If yes please notify Public Safety to generate a lost property claim report)

RETURN DATE (if applicable): _____ RECEIVED BY (Print & Sign): _____

RETURNED TO PLANT MAINTENANCE: _____ VERIFIED RECEIVED DATE: _____

PUBLIC SAFETY ISSUER INFORMATION:

LAST NAME: _____ FIRST NAME: _____ TITLE: _____

SIGNATURE: _____

Director of Administration Approval: _____

Key Agreement:

“By signing below I recognize that the key(s) issued to me today is the property of Miami Dade College. I accept responsibility for its use and security. I understand that the key(s) is not to be duplicated nor transferred to any other individual. I understand that failure to follow these terms and those specified in the Key Agreement Form may result in disciplinary action up to and including termination.”

Number of Keys Received: _____

Room #(s)_____

Reviewed 11/03/2015
SMF