

DEPAUL UNIVERSITY



Lost/Stolen Keys - Related Costs

Category: Operations

Responsible Department: Facility Operations

Responsible Officer: VP for Facility Operations

Effective Date: 1/20/2016

Policy Summary

The policy outlines how to handle University keys and the costs associated with replacing keys.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

All persons who have been assigned University keys should take the following precautions for the care and storage of the keys.

- Avoid carrying all sub master or master keys on your person, outside of your work area.
- Carry on your person only those keys necessary for your work area.
- Secure all other keys in a locked key box that can be obtained from Facility Operations.
- Never leave keys exposed on desk or tabletops, even in your own work area.
- Turn in all excess or unused keys to the Facility Operations Office.
- Report all lost or stolen University keys to the Public Safety Office.

The cost of re-coring or re-keying locks will be charged to the department associated with whichever individual has lost or had keys stolen from them. The Facility Operations budget cannot absorb this cost.

The cost of re-coring a single lock will be consistent with whatever the current applied labor and material rates are at the time. The 2016 cost per lock is \$75. In a case where master or sub master keys are lost or stolen, there will be multiple locks re-cored based on the number of doors that the master or sub master key operates. This could range anywhere from an entire suite or floor to an

entire building. With that, departments should always attempt to limit the number of master and sub master keys distributed within their units.

All requests for replacement keys and/or lock changes must be submitted by an approved Facility Access Manager (FAM) and must be accompanied by a Facility Operations work order. Charge backs for re-coring or re-keying will be processed through the work order system.

Note: Lost or stolen keys associated with the suburban campuses should be reported to the respective campus coordinator.

Procedures

None

Divisional Collaborations

Public Safety

Contact Information

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Appendices

A: Facility Access Management

History/Revisions

Origination Date: 03/10/1988

Last Amended Date: 01/20/2016

Next Review Date: N/A