

## **Building Keys: Appendix C - Duty Keys**

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#### **Residential Programs and Services Duty Keys**

- I. Each RPS duty key ring will have its own account administered by the Key Shop.
- II. Duty key rings for each RPS area will be kept in a sequential lock box within the duty area.
  - A. All RPS duty key ring lock boxes will be cored in common across University Housing.
  - B. All staff on the RPS duty rotation will be issued a release key.
- III. Additions to a duty ring's key inventory must be authorized by RPS director with changes made by the Key Shop.

#### **Skilled Craft Duty Keys**

- I. Skilled craft workers will secure their duty keys in their shop while not on campus.
- II. An on-call duty key ring will be secured in a locking cabinet in the Key Shop that is equipped with an audible alarm and an electronic access fixture.
- III. Skilled craft workers participating in the on-call duty rotation will be granted access to the duty keys to complete tasks requested after normal business hours.
- IV. When the on-call technician completes the task and prior to leaving campus, the duty keys will be returned and secured in the Key Shop.

#### **Residential Building Services Duty Keys**

- I. Residential building services workers will secure their duty keys in their shop while not on campus.

#### **Security Detail Duty Keys**

- I. Duty rings for security staff members are allocated by community and kept in a secure cabinet in the security office. Each security staff member is issued a key to this cabinet upon employment.
- II. Duty rings are distributed to security staff members at the beginning of each shift based on their assigned area(s). Duty rings are worn on a duty belt for the entirety of the shift and returned to the cabinet at the end of each shift. Security staff members rotate communities nightly, so community key rings are used by a different staff member each night.

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