FACILITIES ACCESS CONTROL POLICY
Appendix B
Procedures for Key Custodians
Definition
Key Custodian: A designated employee responsible for the distribution, monitoring, and collection of
keys for specific University facilities.
Procedures
A. Deans, Associate/Assistant Vice Presidents, or Directors may designate an employee as Key
Custodian for a particular department or office by submitting a request to Facilities Management
using the Key Control Form.
The Key Control Form must be signed by:
1.