

**Category**
**Approval**

Series 500: Support Services

Effective	Administration	Board
2/22/10	12/4/09	2/22/10
Revised	For Review	
8/26/24	2028	

**BUILDINGS AND GROUNDS ACCESS**
**MTC 522**

Possession of keys, manual or electronic, shall be in accordance with the following regulations:

- a. A log of key assignments shall be maintained by the Chief Information Officer or designee.
- b. Duplicate keys unassigned shall be maintained in a safe or a secured box.
- c. Individuals assigned keys may not duplicate or loan them.
- d. All keys must be surrendered when there is no longer a need or upon request of the Chief Information Officer or designee.
- e. The loss of a key must be reported to the Chief Information Officer or designee.
- f. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks in the case of manual keys or surrender of keys in the case of electronic keys.
- g. A set of master keys and/or duplicates of keys shall be kept in the custody of the Chief Information Officer or designee.
- h. Main entrances to campus buildings will be unlocked during campus hours. Campus hours will be determined by the President.

Guest access after regular business hours will be arranged though the following regulations:

- a. Guests will be granted access through the Events Coordinator or designee.
- b. The Events Coordinator or designee will communicate policies and procedures to guests using campus buildings.

Employee access will be granted based on the following regulations:

- a. Employees will be granted access to buildings and areas that contain office, classroom, or lab areas under their direct supervision.
- b. Additional access to buildings, labs, or office areas, may be granted by associated responsibility. These responsibilities include but are not limited to division leaders, program directors, and supervisory roles.

Leased spaces and tenant access will be granted through the following regulations:

- a. Leased spaces will be available to tenants and their guests.
- b. Access to leased spaces will be maintained by the Chief Information Officer or designee.
- c. Electronic access to buildings will be granted to tenants to fulfill lease requirements.

Tenants are responsible for guests and guest activities.

6/27/2016 – Responsible personnel updated to align with MTI's organizational structure. Access to buildings after school hours differentiated for employees and guests.

6/8/2020 - Responsible personnel updated to align with MTI's organizational structure. Access to leased spaces clarified for campus tenants.

8/26/2024 - Responsible personnel updated to align with MTC's organizational structure. "Designee" added where appropriate.