



# Mitchell Technical Institute POLICY

Category	Approval		
Series 500: Support Services	Effective	Administration	Board
	2/22/10	12/4/09	2/22/10
	Revised		For Review
	6/27/2016		2020

## **BUILDINGS AND GROUNDS ACCESS**

**MTI 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 Director of Technology.
- 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 Director of Technology.
- e. The loss of a key must be reported to the Director of Technology.
- 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 Director of Technology.
- 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 through the following regulations:

- a. Guests will be granted access through the Director of Advanced Technical Education.
- b. The Director of Advanced Technical Education 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 heads, department heads, and supervisory roles.