

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 4.1.3.2  
Related Policy: 4.1.3  
Title: Keys  
Responsibility: Director of Maintenance

Original Approval Date: 02-26-1997  
Last Cabinet Review: 04-10-2024  
Last Revision: 04-10-2024

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President

- A. The Director of Maintenance shall maintain a complete set of all external and interior college keys in a secure and organized manner.
- B. All full-time College employees shall be issued only the necessary interior and exterior keys to allow them access to their specific work area(s).
- C. A complete set of College keys may be requested and issued to the following:
  - 1. President
  - 2. Vice Presidents
  - 3. Maintenance personnel
  - 4. Currently contracted security firm
  - 5. Director of Maintenance
  - 6. Campus Provosts and Campus Directors
- D. All employees terminating employment with the College must turn in keys to the Director of Maintenance or their immediate supervisor.
- E. All requests to have locks changed or re-keyed must be submitted to and approved by the Director of Maintenance and the Vice President of Finance and Administration.
- F. Periodically the Director of Maintenance shall recall all exterior and/or master keys for re-issuance.