

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 4.1.3.2
Related Policy: 4.1.3
Title: Keys
Responsibility: Superintendent of Buildings and Grounds

Original Approval Date: 02-26-1997
Last Cabinet Review: 11-01-2017
Last Revision: 11-01-2017

President

- A. The Superintendent of Building and Grounds 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 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. Appropriate maintenance and custodial personnel
 - 4. Currently contracted security firm
 - 5. Superintendent of Building and Grounds
 - 6. Deans and Assistant Deans of Branch Campuses
 - 7. Campus Provosts
- D. All employees terminating employment with the College must turn in keys to the Superintendent of Building and Grounds or immediate supervisor.
- E. All requests to have locks changed or re-keyed must be submitted to and approved by the Superintendent of Building and Grounds and the Vice President of Finance and Administration.

- F. Periodically the Superintendent of Buildings and Grounds shall recall all exterior and/or master keys for re-issuance.