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.