

### **CAMPUS KEYS**

1. The Director of Physical Plant, under the direction of the President, is responsible for handling the assignment and distribution of campus keys.
2. Each member of the Allegany College staff will be given a key to his/her assigned office after completion of the proper receipt forms.
3. Keys to other offices or building key(s) will not be given to members of the Allegany College staff unless such a request is presented in writing to the Director of Physical Plant and approved by the staff member's dean, and the President.
4. Keys are never to be duplicated.
5. Keys are never to be lent to another person.
6. Loss of key should be reported immediately to the Director of Physical Plant and the Dean of Administrative Services.
7. All keys remain the property of Allegany College and must be returned upon completion of official duties. The supervisor is responsible for collecting the keys and returning them to the Director of Physical Plant.