1. WORK ORDER

A. CONTENTS OF WORK ORDER:

1. Name and Employee Number of Departmental Key Control Person. (This person will hold responsibility for control of keys and lock box log.)
2. Key Number and amount of keys required per Key Number, area, building name. (Some Departments have areas in several buildings.) No master keys will be authorized for use in key boxes.
3. Department Head will review work order and approve.
4. Subsequent work orders shall state that the order being written is for an already established lock box. (Above requirements will also be needed.)
5. Initial order will require purchase of key box. Lock Shop boxes will hold 35 keys. The Lock Shop can, if necessary, purchase larger boxes. If a box is purchased outside of University, a key must be supplied to the Lock Shop.

B. WORK ORDER FLOW:

1. Work orders will be routed to the designated area building key control person and/or facilities manager for documentation. (For documentation and routing.)
2. Engineering and Facilities, Work Order Control Section for approval.
3. Lock Shop for processing.

2. KEY CONTROL

A. DEPARTMENT KEY CONTROL PERSON:

1. Key control person shall maintain a log for the lock box.
2. Log shall be kept in lock box.
3. Log entries shall include:
   a. Person’s full name in print
   b. Person’s signature
   c. Person’s last six digits of Employee Number
   d. Sign out date / Sign in date
4. Transferring key from temporary to permanent.
   a. Transfer to be noted in log
   b. Blank key receipt to be filled out in full and faxed to Lock Shop 2-6868 (Lock Shop will furnish blank receipts at time of box initiation.)
   c. New key holder will have information included into Lock Shop database
   d. Key must be brought to lock shop for new stamping on a timely basis (Control person’s name for this key will be deleted from lock database at this point)
e. If a new key is required for box to replace transferred key, a new work order will be generated. (See Work Order Section A and B)

5. Lock box should be readily accessible for Locksmith Supervisor’s periodic inspection.