



MEMORANDUM

RE: Managing Brass Keys – Responsibilities & Procedures
DATE: April 15, 2021
FROM: Mark Taylor, EHE Facilities Planner
TO: EHE Units

Purpose:

In an attempt to maintain College-assigned spaces as secure as possible, this document outlines the responsibilities of authorized key signers as dictated by the College and the University.

Additionally, the document provides procedures for the proper issuance, transfer and return of keys. These guidelines are based on the instructions outlined in FOD's Keys Procedure Manual. [KEYS - Procedure Manual](#)

Authorized Key Signers:

Each department head, designates two individuals, to oversee key responsibilities and serve as departmental authorized signers.

Authorized key signers are responsible for:

- Properly issuing and transferring keys
- Maintaining a current and accurate inventory of all unit-assigned keys and the names of faculty, staff and students assigned keys.
- Taking appropriate action pertaining to lost, stolen or not-returned keys
- Properly documenting lost, stolen or not-returned keys

Each designee must have a completed "Signature Authorization Card" (example below) on file in the Key Control Center. These cards are available only at Key Control. In order



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to maintain optimal security, no more than two authorized signers should be designated for each Department; a primary and a secondary signer.

Please check box New signer
 Replacing Persons Name
 Update Reason

**The Ohio State University
Signature Authorization for Key Requests**

Organization No. 21110 Dept. Name English

Name of Authorized Person (print or type) John Jones Phone 292-1606
and Signature *John Jones* E-mail _____

Mailing Address Brown Hall Room 130 175 W. 11th Ave.

Buildings Responsible for Brown Hall

I hereby authorize the above individuals to sign Key Request Cards for this Department.

Signature of Dean-Chair-Dept. Admin. *Mike Williams* Date 2/15/00

Name (print or type) Mike Williams

Return this card to: Facilities Operations and Development, Key/Card Control Center
2003 Millikin Road, 035 Central Service Building

Form 8771—Rev. 5/00 (Use reverse side for additional information)

Key Issuance:

EHE persons who are eligible to be issued building interior and exterior door keys:

- FTE Faculty
- Funded Visiting Faculty
- Emeritus Faculty
- Lecturers
- FTE Staff
- Part-time Staff
- Fellows
- Funded Graduate Associates

NOTE!! Hourly Undergrad Students are eligible to be issued interior door keys only, and then, **only if deemed necessary and safe by the unit head.**

They should not be issued exterior door keys.

Unfunded GA's & undergrads are not eligible to be issued any keys.



Requesting Keys:

Refer to FOD’s Keys Procedure Manual [KEYS - Procedure Manual](#) for detailed information on completing the Key Request (see example).

- A request form must be completed for each person who receives a key.
(Request for duplicate keys by the same individual for the purpose of internal distribution to various people is highly discouraged.)
- The authorized signer is to sign the “Authorization signature” line, denoted by (15).
- An additional approved signer is to sign the “Additional Approval” line, denoted by (16).
- Each unit’s authorized signers are responsible for maintaining the pink copy of the key request on file. This pink copy will be needed when the key is returned or transferred.

		Key Request		TO BE TYPED	(1)
		Keys normally ready 3 working days after request is received.			
(2)	(3)	(4)			
Organization	OSU ID No.	Last Name	First Name		
(5)	(6)	(7)			
Title	Department Name	Date			
(8)	(9)	Transfer <input type="checkbox"/>	Lock change <input type="checkbox"/> (10)		
Building Name	Bldg. No.	Check one if applicable		(12)	
Check One: <input type="checkbox"/> Outside Dr.	<input type="checkbox"/> Room No.	<input type="checkbox"/> Other (11)			
Deposit (13)	Rec. # (14)				
Send all copies to:	Approved (15)	Authorization signature			
Key/Card Control Center 035 McCracken 2003 Millikin Rd.	Approved (16)	Additional Approval, if required			
The Ohio State University Form 9564–Rev. 6/05	Received (17)				

Key Pick-up:

Once key requests are processed, the unit’s authorized signer will receive notification via e-mail.

- Faculty, staff and students are required to present a valid ID at the time of pick up.
- To have other persons pick up keys for faculty, staff and funded students, refer to the Key Control’s website [Messenger Slip](#) for instructions on completing Messenger Slips.



Transferring Keys:

For security purposes, units should not re-issue keys internally unless the proper paperwork is completed through the Key Control Center.

- Send the completed key request (with “Transfer” box checked) along with the pink slip for the key you are transferring.
- The new pink slip will be returned to the authorized signer when the transfer is complete.

Maintaining a Key Inventory:

Maintaining a current and accurate inventory of unit-assigned keys and the people to whom they are assigned is a compliance requirement of Ohio State’s information security standards. A quarterly key reconciliation is required by the University and is completed by a unit’s authorized signer.

Returning Keys:

It’s the responsibility of each unit to ensure that keys are returned when no longer needed. Each unit should direct departing faculty, staff and students to return their keys to their Human Resources representative as a requirement of their exit interview.

- The person whose name appears on the key request form (4) is responsible for returning the key(s) to Key Control.
- Units may return faculty and staff keys for them by taping the key to the matching pink copy.

Lost or Stolen Keys:

For each lost, stolen or not-returned key, the authorized signer shall document the nature of the compromised keys, serial numbers, affected buildings/rooms and the action taken using the Lost Key Form located in Smartsheet.

We appreciate your assistance in these matters. Following the complying with the established responsibilities and procedures regarding keys will greatly reduce potential security threats faced by the College and the University.

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