I. POLICY STATEMENT

The Physical Plant is responsible for the management of the University Keying Systems which includes controlling the production, storage, and issuance of keys; the replacement or re-keying of lock cylinders; the acquisition of new keying systems; the maintenance of accurate electronic and hardcopy key records; and the cataloging of and adherence to key system authorizations. All locks and keys must be approved by the Physical Plant Director or designee.

University Police and Physical Plant maintenance personnel must have unrestricted access to all campus areas for safety, security and health reasons, through the establishment and maintenance of a master keying system. All lock and key work shall be done through Physical Plant Lock and Key Shop. Any request for keying off the master system must be submitted in writing, with justification to the Director of Physical Plant. Unauthorized door locks are prohibited and if found will be removed and appropriate charges made to the responsible college/department.

II. REASON FOR POLICY

This policy is set forth to maintain the security of University buildings and their contents, to achieve maximum security while maintaining reasonable usability of campus facilities.

III. APPLICABILITY AND/OR ACCOUNTABILITY

This policy requires each Department to develop and enforce a key return policy. Departments are accountable for costs to secure areas compromised as a result of lost, stolen or unreturned keys. This policy does not pertain to Housing and Residence Life.
IV. DEFINITION OF TERMS

A. Key Custodian - Department-designated employee responsible for managing all key transactions and conducting annual key inventories. The Physical Plant Work Management Center will provide periodic training to Key Custodians.

B. Grand Master Key - Provides total access to all buildings within a particular system on campus. Authorization for this key is granted by the Vice President for Administrative Services and Finance or the Director of Public Safety, and is restricted to security and maintenance personnel only.

C. Building Master Key - Provides access to all spaces within an individual building. The issuance of this key is restricted to persons authorized by the Physical Plant Director and Vice President of the division in which the employee is employed. Multi-departmental buildings require approval from all affected Director or Dean within their area of responsibility in the building.

D. Building Sub-Master Key - Provides access to a group of rooms within a department or building. Authorization for this key will be determined by the departmental Dean, Director or their designee.

E. Suite Key - Provides access to an individual office as well as the main suite door, supply room or various shared spaces within a department or building. Authorization for this key will be determined by the Dean, Director or their designee.

F. Individual Room Key - Also referred to as an Operator Level Key: Provides access to a room/office within an individual building. Authorization is granted by the Dean, Director or their designee.

G. Building Access Card - Also known as a Proximity Card or Prox Card: Provides access to the exterior of University buildings and selected labs in academic buildings. Authorization for receipt of this code/card requires approval from each Director or Dean within their area of responsibility.

H. Duo Proximity Access Card or Duo Prox Card - Provides access to both proximity readers, such as building exterior readers and labs, and magnetic card access which allows access to academic classrooms on campus. The FGCU employee Eagle ID is a Duo Proximity card. All general classrooms are included in “faculty level” access. Specific labs and classroom rooms under tighter security levels require approval from each Director or Dean within their area of responsibility.

I. Magnetic Card - Provides access to academic classrooms but is unable to access proximity readers on campus. FGCU Student ID cards only have the
magnetic function. Student ID cards require encoded access in order for the ID to function.

J. **Key Record** - All documentation for key transactions, such as: Key Agreements, Key Transfers, Contractor Key Agreements. Key Records remain active until keys have been returned or a police report has been received. Key Records are used to provide key inventory lists to each department for annual audits. Work Management Center is responsible for entering the data, generating agreements and maintaining files. The Department/College Key Custodian is responsible for returning key(s) to Work Management Center when not in use and for submitting Key Transfer Forms, etc.

V. **PROCEDURES**

A. Requesting Keys

1. Determine what building(s)/room(s) access is required. Work Management Center will determine the key required to provide such access.

2. Submit a Key Request form through the Department Key Custodian with appropriate information, signature and account number.

3. The Work Management Center will make the final determination on the validity of information provided based on the level of Lock and Key Requested.

4. Departmental Dean, Director, or designee may authorize key access to a student, OPS employee or Adjunct Faculty, though the employee’s supervisor and/or the Key Custodian will assume responsibility for its use.

5. Key Custodians will act as department liaisons between the Physical Plant Work Management Center and building occupants in their areas of responsibility.

6. Lost or stolen keys will not be replaced until an incident report has been filed with University Police. The Department and University Police determine if reissue of keys is appropriate or replacement of locks, cores and keys.

B. Department or College Key Authorization

1. College Deans or department Directors are required to authorize sub-master level keys within their areas of responsibility. All instructional,
professional, and clerical space in the building must be controlled by the College/Department requesting a sub-master key.

2. Authorized signatures are submitted to the Work Management Center annually on the Key Control Authorization form.

3. Key Custodians are appointed by a Dean or Director in writing to the Work Management Center and are required to attend annual training sessions.

4. All Lock and Key Requests require an approved form to be submitted in advance of the date needed. Signed Lock and Key Request forms may be delivered by mail, hand or fax to the Work Management Center and have a printed name as well as an approved signature.

5. The key will be fabricated when authorization is approved and both the Key Custodian and the authorized key recipient will be notified when the key is ready at the Work Management Center.

6. Department level keys are to be picked up and signed for by the authorized personnel.

7. No building master keys will be issued without authorization of the Physical Plant Director.

8. The authorized key recipient must personally pick up and sign for the key at the Work Management Center.

9. Keys will not be issued to a third party. University or state issued identification is required.

10. Lock and Key Requests will be completed as quickly as time allows, with requests taking at least three business days, but no longer than one week.

11. All keys must be picked up from the Work Management Center within thirty (30) days or the request is void and a new request must be done before a key can be issued.

C. Contractors, Consultants, Vendors, and other Non-University Personnel:
(Lengther than one business day check out)

1. For Construction and Renovation Projects: keys will be issued only for the duration of a building project. Arrangements must be made through the Assistant Director of Maintenance and Operations.

2. Construction Company must sign the Contractor Key Agreement, Appendix D.
3. Keys will not be issued to a third party; the authorized key recipient must personally pick up and sign for the key(s) from the Assistant Director of Maintenance and Operations.

4. New Contractor Key Agreements must be obtained for each key change out during the project.

5. Construction Company are responsible for the safekeeping of the key(s) and its use.

6. The Construction Company, assumes financial responsibility for all lock changes and re-keying required due to unreturned keys.

7. Requestor must present a state issued identification card and personally check out each key.

D. Contractors, Consultants, Vendors, and University Personnel: (Check out for one business day only)

1. Contractors, Consultants, and Vendors may temporarily check out keys from the Work Management Center.

2. Requestor must present a state issued identification card or Eagle ID.

3. A Temporary Key Check Out Agreement, Appendix E must be signed by Requester.

4. The holder of a key to any University facility assumes responsibility for the safekeeping of the key(s) and its use.

5. When leaving a campus area or building all doors must be secured as they were upon arrival.

6. Key(s) must not be loaned or made available to others.

7. All keys are due back at the end of the business day.

E. Non-Chargeable Key Issues

1. Original keys issued to an employee are not chargeable.

2. Worn keys will be replaced without charge and must be returned to the Work Management Center.

3. Re-keying of a building or group of rooms may result in employees being required to exchange an old key for a new one. Departmental Key
Custodians will assume responsibility for collecting old keys before employees receive new keys.

4. Key exchanges required due to administrative moves, construction and building renovations are not chargeable.

F. Chargeable Key Issues

1. Situations including lost or stolen individual keys, a college or department making requests for lock changes for their own reasons (not related to department moves but operational changes) that require re-keying of locks are chargeable work requests and for these requests charges will be billed or charged back to the department.

2. Lock changes required to maintain building security following lost or stolen key incidents are chargeable work orders. Lost or stolen keys will not be replaced until a report has been filed with University Police. Keys will be replaced when a copy of a University Police report has been provided to Work Management Center.

3. Should the department and UPD concur that reissue of keys is appropriate and do not require the replacement of locks, cores and keys, replacement costs would be significantly lower than listed below. The department will be charged for replacement keys.

4. The Dean, Director, or Key Custodian will notify the Work Management Center to have locks re-keyed. Replacement of lost/stolen keys or failure to return assigned keys will result in charges to the department employing the authorized keyholder.

5. The Physical Plant Lock and Key Shop has set the following re-keying costs for the various key levels:

   Samples of common keys issued and Replacement Cost:

<table>
<thead>
<tr>
<th>Office key (1 door)</th>
<th>$90.40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suite Key (average of 10 doors)</td>
<td>$715.00</td>
</tr>
<tr>
<td>Sub Master Key (based on access to 25 doors)</td>
<td>$1,760.00</td>
</tr>
<tr>
<td>Master Key (no longer issued without Vice Presidential approval)</td>
<td>$4,000.00 and up</td>
</tr>
</tbody>
</table>

6. All estimated expenses (combine and install new cores, update records, and issue new keys) necessary to re-secure University property are contingent on the number of areas affected. A greater number of affected
areas will result in a higher cost to the department. Prices reflect the cost to re-secure compromised areas as of January, 2012. The labor and material costs may be subject to change, based on market conditions.

7. Lock changes requested due to reorganization or department changes will be charged based on number of cores and keys involved and the department will receive a detailed estimate prior to commencement of work.

G. Returning Keys

1. FGCU students, faculty and staff: Return all keys to the Key Custodian or Work Management Center before separation from the University or transfer within the University. Do not turn keys over to anyone else, as individuals will be held responsible for all keys issued to them.

2. Contractor, Consultants, Vendors and other Non-University personnel: All keys must be returned to Work Management Center at the completion of the project. Written confirmation from Work Management Center of receipt of keys is required before final payment is made by the Construction Company Project Manager.

H. Lost, Stolen, Un-returned, and Broken Keys

   a) It is the responsibility of the Department Key Custodian to make every effort to secure keys from personnel and students separating from the University.
   b) If efforts fail to obtain the keys they will be considered lost, and will be subject to the conditions herein.

2. Lost Keys.
   a) Lost keys must immediately be reported to the University Police Department.
   b) A detailed police report must be filed by the department detailing the circumstances of the loss.
   c) A Lock and Key Request form must be submitted to the Work Management Center for the lock change and replacement keys. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.
3. Stolen Keys
   a) Stolen keys must be immediately reported to the appropriate department Key Custodian, University Police Department and the Work Management Center.
   b) A detailed police report must be filed by the department detailing the circumstances of the theft.
   c) A New Key Request procedure must be initiated for replacement keys.
   d) A New Key Request form must be submitted to the Work Management Center for the lock change and replacement keys. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by stolen keys.

4. Broken or Damaged Keys
   a) If a key is broken or otherwise damaged, the pieces must be returned to the Work Management Center.
   b) If a key is broken off in a lock or is malfunctioning, immediately notify the Work Management Center to create a work order to repair or replace the lock.
   c) A new key will be issued after damage verification. There is no charge for the replacement key.

I. Inventory
   1. Departments are responsible for keys issued within their areas, for both the security of University buildings and their contents, as well as the cost to re-secure the area should security become compromised.
   2. Departmental Key Custodians will maintain accurate records of Lock and Key Requests, key transfers and employee exit forms to track key inventory changes within their areas.
   3. The Work Management Center will routinely review and check outstanding temporary key issues.
   4. The Work Management Center will provide each Key Custodian with an annual key inventory list, per an agreed upon schedule. The inventory list will include each key issued, by person, with associated departmental financial liability should any keys be compromised.
J. Audit

1. Annually, each department will be provided a key inventory list assigned to their areas of responsibility.

2. Deans, Directors or their designees will confirm the accuracy of the annual key inventory list for all keys issued within their area, according to the agreed upon annual inventory schedule:
   a) Each employee with a confirmed key assignment is required to have a current key agreement on file.
   b) Updated key agreements will be provided to employees required to carry department keys.
   c) Keys that are no longer needed or authorized for use will be returned by Key Custodians to the Work Management Center and the key record will be removed from inventory.
   d) Lost or stolen keys will be reported to the UPD and a copy of the police report will be provided to the Work Management Center to remove the keys from the key inventory. Replacement of keys or locks and keys will be determined by the affected department.
   e) Should locks need to be re-keyed or keys replaced, the department will receive an estimate prior to commencement of work. The department will be responsible for all associated costs.

K. Electronic Access System

An alternate to physical key access is available for many areas on campus via an electronic access control system. The Physical Plant is responsible for the purchase, installation, and maintenance of campus-wide electronic access control systems which uses the FGCU identification card to allow access.

1. Keys for electronically controlled doors will only be issued to the UPD and locksmiths. All building perimeter doors will be secured by either key or centralized Access Control System components. All requests for exceptions to this rule must be submitted in writing to the FGCU Director of Public Safety and the Physical Plant Director.

2. Key Custodians will request electronic access for faculty, staff, and students via email to the Work Management Center.

3. The propping of electronically controlled or monitored doors is not permitted except with prior notification and approval of the UPD.
4. Tampering with or attempting to bypass security on an electronically controlled or monitored door in any way, including but not limited to key bypass, propping, taping, and/or disabling is prohibited, and may be subject to disciplinary action.

5. If a card is damaged or inoperable, it is the responsibility of the Key Custodian to investigate all access problems and to contact the Eagle ID Card Office for the issuance of a replacement University ID while maintaining compliance with the Eagle ID Policies.

http://www.fgcu.edu/EagleID/policies.html.

6. Lost or stolen University ID or access cards should be immediately reported to the Work Management Center where access to University property will be removed from the missing card.

VI. RELATED INFORMATION

Eagle ID Policies http://www.fgcu.edu/EagleID/policies.html

Physical Plant Services and Operations:  

VII. HISTORY

New 07/03/12

VIII. APPENDICES

A. Key Agreement  
B. Key Request Form  
C. Key Transfer Form  
D. Contractor Key Agreement  
E. Temporary Key Check Out Agreement  
F. Lost or Stolen Police Report  
G. Exit Procedure Form

APPROVED *s/Wilson G. Bradshaw  
President  
July 3, 2012  
Date

*NOTE: This policy reflects changes to the formatting only. No changes have been made to the text.
Employee Agreement  
Physical Plant  
Work Management Center  
Employee Agreement

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above items with the following procedures outline in http://admin.fgcu.edu:200/phyplantoptions.htm

I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I acknowledge the issue on this date of the above listed items and recognize my responsibility to return the items listed above to the Physical Plant should I be transferred to another work location, department, or terminate my employment with Florida Gulf Coast University.

I understand and acknowledge that it is my responsibility to submit an incident report with the University Police and to forward that report number to the Physical Plant upon loss or theft of any of the items listed above.

* I understand and agree that violation of this agreement may render me responsible for the expenses to re-secure the affected areas. INITIAL:_____  
* Prior to the last day at work I am required to obtain clearance from Physical Plant to confirm that all University property that has been issued to me has been returned and that I do not have any outstanding financial obligations that need to be satisfied. INITIAL:_____  
* My clearance with each department is considered part of my position responsibilities and the time required to complete the process is considered as regular work time. The completed Departmental Separation Clearance Form is my “receipt” that all outstanding obligations have been satisfied. INITIAL:_____  

Estimated cost to re-secure:

* One (1) office is approximately $90.40.  
* An average office suite of approximately (10) ten doors begins at $715.00.  
* An office area accessed with a Sub-master level key at $1,760.00.  
* Estimated cost to resecure a building with a Master level key with _______ doors costs approximately __________.

All estimated expenses associated with re-securing (combinating and installing new cores, updating records, and issuing new keys) University property are contingent on the number of areas affected. A greater number of affected areas will result in a higher cost to the department. Prices reflect cost of re-securing an area as of January 2012, the labor and material costs may change to current market value.

Printed Name:__________________________________________  
Signature:__________________________________________  
Date:_____________ Time:___________________
APPENDIX “B”
Key Request Form

Physical Plant
Main Office: 590-1370

Work Management Center
Email: wmc@fgcu.edu

Campus Support Complex-30

BUILDING ACCESS REQUEST FORM

Please fill out completely, print form, and obtain signature. Send through interoffice or fax form to WMC 590-1340.

If someone other than the Key Holder fills out this form, please provide contact information (name/extension):

Check box that applies to Key Holder

[ ] New Hire
[ ] New Issue for Current Employee.
[ ] Replacement: Keyholder responsible for expenses of relock or replacement of lost or stolen items.

Date

Key Holder Information:

Last Name: ____________________________ First Name: ____________________________

Position Number & Title: ____________________________

[ ] A&P [ ] SP [ ] OPS/Adjunct [ ] Faculty

University Identification Number (from Eagle ID): ____________________________

Five Digit Badge # (printed on back of Eagle ID): ____________________________

Department or College: ____________________________

Dept. Account Number: ____________________________

Phone number of key holder: ____________________________

Director or Supervisor: ____________________________
Please enter one room # per field. Attach additional room information if necessary.

<table>
<thead>
<tr>
<th>Building Location of Key Holder</th>
<th>Office #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

Specify additional keys required for position.

<table>
<thead>
<tr>
<th>Building Name/Location</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Eagle ID Door Access Activation:

Employee must have their *Eagle ID* in order to gain access to buildings, classrooms and/or labs. In order to program your *Eagle ID* for access it must have a five digit badge number printed on the back of the card. Please call WMC for information on how students can obtain access to classrooms or labs when required for graduate studies or dual status of employee/student.

For information on how to obtain an *Eagle ID*, please call 590-1169 or see [http://www.fgcu.edu/EagleID/index.html](http://www.fgcu.edu/EagleID/index.html).

Check box that applies (attach additional information if necessary)

- [ ] EXTERIOR DOOR
- [ ] CLASSROOMS
- [ ] LABS
- [ ] OTHER

Signature Requirements

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
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Administrator, Dean, Director, or Immediate Supervisor of Requesting Department

Contact: isanchez@fgcu.edu

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Revised: April 10, 2007
# Physical Plant
## Work Management Center

## Key Transfer Form

Use this form when keys are transferred from one employee to another. Please fill out completely, print form, and obtain signature. Send through interoffice or fax form to 590-1340. For inquiries, call WMC 590-1370 or email wmc@fgcu.edu, thank you.

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee #1 Key Holder Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last Name</td>
</tr>
<tr>
<td></td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td>Position Number &amp; Title</td>
</tr>
<tr>
<td></td>
<td>University Identification Number (from Eagle ID)</td>
</tr>
<tr>
<td></td>
<td>Department or College</td>
</tr>
<tr>
<td></td>
<td>Location of key holder &amp; room/office #</td>
</tr>
<tr>
<td></td>
<td>Phone number of key holder</td>
</tr>
</tbody>
</table>

**Director or Supervisor**

I am transferring the following key(s) to Employee #2. Key codes are etched on the key itself and is an alpha-numeric code. Attach additional information if necessary.

<table>
<thead>
<tr>
<th>BUILDING/LOCATION:</th>
<th>KEY CODE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

Current Key Holder Signature: _____________________________ Date: ____________

---

Florida Gulf Coast University
Policy No. 3.035
GC73286_5

Approved: 7/3/12
Key Transfer Form

Employee #2 Key Holder Information:

Last Name
First Name
Position Number & Title
University Identification Number (from Eagle ID)
Department or College
Location of key holder & room/office#
Phone number of key holder
Director or Supervisor

Key Receiver Signature: __________________________ Date: __________________

SIGNATURE REQUIREMENTS

Key holder and/or the Key holder's department are responsible for the cost associated with re-securing (combinating and installing new cores, updating records, and issuing new keys) an area if keys are lost or stolen.

Estimated cost to re-secure:

One (1) office is approximately $50.50.

An average office suite of approximately (10) ten doors begins at $715.00.

An office area accessed with a Sub-master level key at $1,760.00.

All estimated expenses associated with re-securing (combinating and installing new cores, updating records, and issuing new keys) University property are contingent on the number of areas affected. A greater number of affected areas will result in a higher cost to the department. Prices reflect cost of re-securing an area as of January 2011, the labor and material costs may change to current market value.

Printed Name
Signature
Date

________________________________________________________
Administrator, Dean, Director, or Immediate Supervisor

Contact: wmc@fgcu.edu
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Revised: February 3, 2011

Contractor Agreement
Physical Plant
Work Management Center
Contractor Agreement
Contractor Agreement for Temporary keys issued:

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to misuse, modify or alter the above items with the following procedures outline in

http://admin.fgcu.edu:200/phyplantoptions.htm

I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I acknowledge the issue on this date of the above listed items and recognize my responsibility to return the items listed above to the Physical Plant at the completion of the project.

I understand and acknowledge that it is my responsibility to submit an incident report with the University Police and to forward that report number to the Physical Plant upon loss or theft of any of the items listed above.

* I understand and agree that violation of this agreement may render me and/or my company responsible for the expenses to re-secure the affected areas. INITIAL:____
* Prior to the completion of any project I am required to return all keys to Physical Plant. INITIAL:____
* The Project Manager is responsible to issue and collect keys used by their employees and/or subcontractors. INITIAL:____

Estimated cost to re-secure:
* One (1) office is approximately $90.40.
* An average office suite of approximately (10) ten doors begins at $715.00.
* An office area accessed with a Sub-master level key at $1,760.00.

All estimated expenses associated with re-securing (combinating and installing new cores, updating records, and issuing new keys) University property are contingent on the number of areas affected. A greater number of affected areas will result in a higher cost. Prices reflect cost of re-securing an area as of January 2011, the labor and material costs may change to current market value.

Superintendent (if applicable):  Project Manager (if applicable):
Printed Name:________________________ Printed Name:_____________________
Signature:___________________________ Signature:_________________________
Date:______________ Time:____________ Date:______________ Time:____________

Physical Plant Authorization:

Printed Name:________________________
Signature:___________________________
Date:______________ Time:____________
### Temporary Key Check Out Agreement - Contractor, Vendor, Consultant and University Personnel

<table>
<thead>
<tr>
<th>Key(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Plant Work Management Center</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company/Department:</th>
<th>Date</th>
<th>Time Out:</th>
<th>Time In:</th>
<th>WMC Initials:</th>
</tr>
</thead>
</table>

The keys will be returned to the Work Management Center before 4:00 today. I understand that I am responsible for the safekeeping and use of the keys. I will ensure doors are secured as they were upon arrival. I agree not to loan, give possession of, misuse, modify, alter or attempt to copy the above keys. Initials: __________

My department or company is responsible for all costs to re-secure affected areas should the keys be compromised or otherwise not returned; required lock changes in one or more buildings and may cost thousands of dollars. Loss of keys will be reported to University Police and the WMC immediately. I will present a state issued photo ID to be retained by the WMC until all keys are returned. Initials: __________

If keys are misused, the University may seek criminal charges, termination of said employee, and restitution. Initials: __________

**Key Recipient Signature:** _________________________________________________________

---

### Temporary Key Check Out Agreement - Contractor, Vendor, Consultant and University Personnel

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If keys are misused, the University may seek criminal charges, termination of said employee, and restitution. Initials: __________

**Key Recipient Signature:** _________________________________________________________

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My department or company is responsible for all costs to re-secure affected areas should the keys be compromised or otherwise not returned; required lock changes in one or more buildings and may cost thousands of dollars. Loss of keys will be reported to University Police and the WMC immediately. I will present a state issued photo ID to be retained by the WMC until all keys are returned. Initials: __________

If keys are misused, the University may seek criminal charges, termination of said employee, and restitution. Initials: __________

**Key Recipient Signature:** _________________________________________________________

---

### Temporary Key Check Out Agreement - Contractor, Vendor, Consultant and University Personnel

<table>
<thead>
<tr>
<th>Key(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Plant Work Management Center</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Company/Department:</th>
<th>Date</th>
<th>Time Out:</th>
<th>Time In:</th>
<th>WMC Initials:</th>
</tr>
</thead>
</table>

The keys will be returned to the Work Management Center before 4:00 today. I understand that I am responsible for the safekeeping and use of the keys. I will ensure doors are secured as they were upon arrival. I agree not to loan, give possession of, misuse, modify, alter or attempt to copy the above keys. Initials: __________

My department or company is responsible for all costs to re-secure affected areas should the keys be compromised or otherwise not returned; required lock changes in one or more buildings and may cost thousands of dollars. Loss of keys will be reported to University Police and the WMC immediately. I will present a state issued photo ID to be retained by the WMC until all keys are returned. Initials: __________

If keys are misused, the University may seek criminal charges, termination of said employee, and restitution. Initials: __________

**Key Recipient Signature:** _________________________________________________________

---

Florida Gulf Coast University
Policy No. 3.035
GC73286_5
Approved 7/3/12
APPENDIX “F”
Lost or Stolen Police Report
FLORIDA GULF COAST UNIVERSITY
POLICE DEPARTMENT

INVENTORY LOSS REPORT

PERSON REPORTING LOSS:

DATE of REPORT:

EQUIPMENT TYPE:

☐ COMPUTER (DESKTOP)  ☐ COMPUTER (LAPTOP)  ☐ MONITOR

☐ TV  ☐ VCR  ☐ PROJECTOR  ☐ CAMCORDER  ☐ DIGITAL CAMERA

MAKE:

MODEL NAME:

MODEL #:

SERIAL #:

OWNER APPLIED #:

DESCRIPTION (COLOR, SIZE, ETC.):

VALUE:

DATE of LAST INVENTORY:

DATE of CURRENT INVENTORY:

******ATTACH INVENTORY CONTROL REPORT. ******

NARRATIVE on LOSS:

Report Contains  Unit  Related report Number

Office Reporting  Officer Reporting  Date

Office Reviewing if Applicable  Referred To  Assigned To  Date
APPENDIX “G”
Exit Procedure Form
Florida Gulf Coast University
Departmental Separation Clearance

General Information

Prior to the last day at work you are required to obtain clearance from each of the “Clearance Department” representatives listed below to confirm that all University property that may have been issued to you has been returned and that you do not have any outstanding financial obligations that need to be satisfied. You may choose to visit each department or you may e-mail Separation@fgcu.edu to request clearance. In the email please remember to include your separation date. (The emailed clearance can be attached to the Departmental Separation Clearance Form in lieu of signatures.)

In addition, you need to schedule an Exit Interview with the Human Resources Department. At that time Human Resources will provide important information regarding your final pay check and any applicable leave cash outs, insurance or other benefits you may be eligible to continue, and answer any other questions.

Your clearance with each department is considered part of your position responsibilities and the time required to complete the process is considered as regular work time. The completed Departmental Separation Clearance Form is your “receipt” that all outstanding obligations have been satisfied.

<table>
<thead>
<tr>
<th>Clearance Department</th>
<th>Location</th>
<th>Department Representative(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Plant (Please call 1370 before going to this department)</td>
<td>Campus Support Complex</td>
<td>Work Management Center (<a href="mailto:wmc@fgcu.edu">wmc@fgcu.edu</a>)</td>
</tr>
<tr>
<td>Library</td>
<td>Library, Circulation Desk</td>
<td>Circulation desk representative (<a href="mailto:libcirc@fgcu.edu">libcirc@fgcu.edu</a>)</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>McTarnaghan Hall, 1st Floor</td>
<td>Susan Byars OR Sue Snauaert</td>
</tr>
<tr>
<td>Finance and Accounting (Includes Procurement/PCard/Travel, etc)</td>
<td>AB5, 1st Floor</td>
<td>Betsy Dillingham</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>Campus Support Complex</td>
<td>Neal Snyder</td>
</tr>
<tr>
<td>Business Operations</td>
<td>Student Union, 1st Floor</td>
<td>Loren Prive</td>
</tr>
<tr>
<td>University Foundation</td>
<td>Campus Support Complex</td>
<td>Gerard Carrington OR Sara Mayo</td>
</tr>
<tr>
<td>Computing Services</td>
<td>Howard Hall, Room 202</td>
<td>Mary Banks and Bobbie Symonds</td>
</tr>
<tr>
<td>Network Services</td>
<td>Howard Hall, Room 228</td>
<td>Charlie Weaver OR Sven Hahues</td>
</tr>
<tr>
<td>Academic Technology</td>
<td>Reed Hall, Room 141</td>
<td>John Wilson</td>
</tr>
<tr>
<td>Campus Safety and Security</td>
<td>Campus Support Complex</td>
<td>Nancy ‘Smitty’ Rounsifer</td>
</tr>
<tr>
<td>Campus Parking Services</td>
<td>Parking Services Campus Support Complex</td>
<td>Nancy Rispoli</td>
</tr>
<tr>
<td>Research and Sponsored Programs</td>
<td>Holmes Hall, Room 112</td>
<td>Tom Roberts OR Donna Stremke</td>
</tr>
<tr>
<td>Human Resources (call 1400 to schedule an Exit Interview)</td>
<td>Modular 2</td>
<td>Dee Bryan</td>
</tr>
<tr>
<td>Employing Department</td>
<td></td>
<td>Department Head or designee</td>
</tr>
</tbody>
</table>

Updated as of Jan 2012

Contact Human Resources at 590-1400 if you have any questions regarding this procedure.
### FLORIDA GULF COAST UNIVERSITY
#### DEPARTMENTAL SEPARATION CLEARANCE FORM

All employees separating from employment with FGCU are required to return all University property in their possession and settle any accounts with the University prior to release of final payments due to the employee. The University reserves the right to offset any payments due the employee to compensate for outstanding property or unsettled accounts. The departments listed below must be visited for clearance signatures before the last day of employment. Employees are authorized to take time during their work schedule for this purpose. **The exiting employee is responsible to return this form to Human Resources prior to the last day of work.**

Separating Employee: Faculty _____  A&P _____  Support Personnel _____  UIN:_____________________

Employee Name: ____________________________  ____________________________  ____________________________

Department Name: ____________________________  Separation/termination Date: ____________________________

<table>
<thead>
<tr>
<th>Clearance Items</th>
<th>Department</th>
<th>Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keys, Bldg Access Cards, etc. Note: The employee must personally return all issued keys and access cards to the Key Bank.</td>
<td>Physical Plant</td>
<td></td>
</tr>
<tr>
<td>Library fines, books, other library materials, etc.</td>
<td>Library</td>
<td></td>
</tr>
<tr>
<td>Deactivate view of student records from Gulfline</td>
<td>Office of the Registrar</td>
<td></td>
</tr>
<tr>
<td>Travel advances, accounts receivable, security access to Banner-Finance, outstanding property, Procurement Card, Commercial Card</td>
<td>Finance &amp; Accounting</td>
<td></td>
</tr>
<tr>
<td>Voice mail deactivation, Cell Phone return, etc</td>
<td>Telecommunications</td>
<td></td>
</tr>
<tr>
<td>Deactivate access to duplicating services cost centers</td>
<td>Business Operations</td>
<td></td>
</tr>
<tr>
<td>Outstanding Obligations</td>
<td>University Foundation</td>
<td></td>
</tr>
<tr>
<td>Employee obligations concerning securing public records</td>
<td>Computing Services</td>
<td></td>
</tr>
<tr>
<td>Network access, Systems access, email, etc.</td>
<td>Network Services</td>
<td></td>
</tr>
<tr>
<td>Keys to classroom podiums, IT equipment or software, etc.</td>
<td>Academic Technology</td>
<td></td>
</tr>
<tr>
<td>Pending investigations, lost &amp; found, etc.</td>
<td>Campus Safety &amp; Security</td>
<td></td>
</tr>
<tr>
<td>Outstanding parking fines or decal fees</td>
<td>Parking Services</td>
<td></td>
</tr>
<tr>
<td>Pending grant applications; funded grants; pending or approved IRB/IACUC protocols; intellectual property considerations; committee member replacement; GENIUS profile; newsletter distribution; borrowed books, tapes, or training materials.</td>
<td>Research and Sponsored Programs</td>
<td></td>
</tr>
<tr>
<td>Exit Interview, final paycheck, Retirement &amp; benefit info., etc.</td>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>University Property, computers, file cabinet keys, lab equipment, cellular phone, pagers, uniforms, authorized signature authority, etc.</td>
<td>Employing Department</td>
<td></td>
</tr>
</tbody>
</table>

> **Special Note:** Members of the University Sick Leave Pool may request that up to sixteen (16) hours of their unpaid sick leave balance be transferred to the Sick Leave Pool upon termination. **IF ELIGIBLE, I AUTHORIZE THE TRANSFER OF MY PERSONAL SICK LEAVE TO THE POOL.**

All property or equipment issued to the employee has been returned to the employing department and any outstanding obligations have been settled with all appropriate departments.

**Terminating Employee**  ____________________________  **Date**  ____________________________  **Department Head (or designee)**  ____________________________  **Date**  ____________________________

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*Florida Gulf Coast University*
*Policy No. 3.035*
*GC73286_5*