

LOST KEY POLICY—PHILADELPHIA CAMPUS

- 1) Keys to the Philadelphia Campus (MCPC) facilities are the property of Messiah College and shall be supervised by Facilities Management. This lost key policy applies to anyone who is issued a MCPC key, including students, employees, vendors/contractors and guests.
- 2) Duplication of MCPC keys is strictly prohibited. Unauthorized key duplication will result in a fine of \$100.00 per key and may result in further disciplinary action. Loaning or transferring keys without authorization of Facilities Management is also prohibited and may result in fines and/or disciplinary action. Fines will be due immediately. (Unpaid fines will be assessed against employee and/or student accounts.)
- 3) Facilities Management, in conjunction with the Receptionist Office, shall issue keys to employees, students, residents, vendors and guests as deemed appropriate by MCPC Administration. Employees shall be issued keys on their date of hire or whenever responsibilities warrant the issue of a key. Enrolled student residents shall be issued keys on move-in day each semester. Work study keys shall be issued as responsibilities warrant. At the discretion of Facilities Management, certain vendors and contractors may be issued keys in order to conduct business on campus. The Receptionist Office may request that keys be issued to overnight guests upon their arrival on campus. Key requests by/for students require appropriate departmental approval. All key requests must be coordinated so that proper issuance, transfer and collection of keys is performed in a secure manner.
- 4) Once issued, keys shall be kept on a ring which does not identify them as having any connection to Messiah College or the Philadelphia Campus (no Messiah College lanyards, ID card key chains, etc.)
- 5) **Lost or stolen keys present an immediate security risk to the entire campus community and must be *immediately* reported (along with the circumstances related to the loss or theft) to the Facilities Manager.** Individuals, who lose keys on weekends or after hours, shall immediately report the incident to the SLC on duty, who shall notify Facilities Management as soon as possible.
- 6) Individuals reporting a lost key will be asked to complete an incident report detailing (if possible) the approximate time and location the key was lost. After reviewing the incident report, the Facilities Manager will determine whether locks must be re-keyed for security reasons. The Facilities Manager may confer with other MCPC administrative personnel and shall notify at his discretion any person(s) that may be at particular risk due to the lost key incident.
- 7) A fee of \$50.00 shall be assessed for each lost key. Fees shall be collected by the Front Office *prior* to the issuance of replacement keys. Issuance of replacement keys may be denied to individuals who have repeatedly lost keys due to carelessness. Refunds for keys found after the fine is assessed may or may not be returned depending upon whether re-keying costs have been incurred.
- 8) Fees may be waived for stolen keys; however, for a key to be regarded as stolen, Facilities Management must find evidence of forced entry, physical abuse, or forcible removal of the key/keys from an individual or locked place of safe keeping. Keys that are left unattended or unsecured may, in fact, have been stolen, but will be subject to lost key fees.
- 9) If an individual breaks a key, all pieces of the key must be returned to Facilities Management before a replacement key will be issued. No fee will be assessed for broken keys.
- 10) Student keys shall be surrendered to the appointed SLC before checking out each semester. *Students expecting to return to MCPC the following semester must also surrender their keys.* Students who fail to surrender keys before checking out will be assessed a non-refundable fine of \$50.00 per key *in addition to* any lost key fees that may be appropriate.

- 11) Employee keys shall be surrendered to the Receptionist Office/Facilities Management on the last day of employment. Failure to surrender keys in a timely fashion may result in the assessment of lost key fees against the employee's last payroll check.
- 12) The Facilities Manager shall maintain a comprehensive list of those who have been issued keys, including date of issue/return and lost key incident reports. All returned keys shall be handed over to Facilities Management the same date they are logged as *on file* in the system. All unused keys shall be secured in a locked cabinet controlled exclusively by Facilities Management.