



TENANT KEY REQUEST

RENEWAL:

TO: Facility Management, 1532 W. Michigan Street

Date: _____

FROM: _____
(Department)

Please issue the following key(s) to: _____
(Name)

Home Address: _____
(Street/P.O. Box) (City) (Zip)

Telephone Number: _____

I.D. Number: _____

NOTE:

Keys will be issued to Tenants on a Building Lease basis only. Uncleared keys will result in an Facility Management "hold" on the Tenant's security.

BLDG. and ROOM NO:

FOR FACILITY MANAGEMENT USE ONLY

Position Number (Sequence Number)

KEYS TO BE ISSUED FOR:

| | |
|---------------------|-------|
| _____ | _____ |
| _____ | _____ |
| Lease Number: ◦ | _____ |
| Building Number: ◦ | _____ |
| Organization: ◦ | _____ |

Signature of Department Supervisor

For Facility Management Use Only: KEY(S) ISSUED/RENEWED _____ BY _____
(Date) (Initials)

READ AND SIGN KEY ISSUE POLICIES ON REVERSE

KEY CONTROL POLICY

POLICY

It is the policy of Facility Management for the City of Duluth to promote the security of City of Duluth personnel, its tenants and appropriate access to City of Duluth property. This policy describes the control of, the use, and possession of keys to campus facilities, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) responsibilities regarding lost keys, (F) eligibility for possession, (G) provision for contractor access, and (H) key and building security.

PRINCIPLES

A. GENERAL PROVISION: Unauthorized fabrication, duplication, possession, or use of keys to facilities of City of Duluth is a crime and not allowed under any circumstances. Facility keys are City of Duluth property and may be recovered at any time.

B. DESIGN: Design of the keying system is the responsibility of Facilities Management. The design will ensure security and reasonable convenience to personnel occupying City of Duluth facilities.

C. FABRICATION: Facilities Management fabricates all keys and performs all lock changes for City of Duluth facilities, except for work performed by on-site contractors under the direction of Facilities Management. Records of keys to City of Duluth facilities, including the names of individuals to whom keys are issued, dates of issue/return/loss will be maintained by the Facility Management, 1532 West Michigan Street, Duluth, Minnesota 55806. Facility, Room and Structure keys will not be duplicated, except by Facilities Management.

D. RESPONSIBILITY—ISSUANCE: All persons issued City of Duluth keys shall at all times be held responsible and accountable for said keys. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria below.

E. LOST KEYS: Individuals possessing keys to City of Duluth facilities are responsible for such keys. Facility Management and the City of Duluth reserves the authority to charge individuals for the cost of key replacement and/or re-keying of locks caused by loss of keys to City of Duluth facilities in accordance with a rate schedule approved periodically by the Administration. All lost keys must be reported immediately to the appropriate department administrator and Facility Management.

F. KEY ELIGIBILITY CRITERIA: Only City of Duluth employees, contract vendors or approved lease holding tenants and their designated assignees shall be allowed keyed access to City of Duluth facilities.

G. CONTRACTOR ACCESS: Keys needed by contractors or other non-City users must be authorized by Facilities Management, including authorized individual, firm name, and specific return date. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the firm to which the keys were issued, and final payment will not be made until keys are cleared.

H. KEY AND BUILDING SECURITY: The individual to whom keys are issued is personally responsible for the use of said keys until returned to Facility Management. Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual. Key holders shall not "prop" doors or leave them unlocked during hours when the facility is normally closed. Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building. Tenants are issued keys for duration of the lease time only. Tenant lease/security deposits may be withheld or forfeited. Employees may be issued keys for the duration of employment. The employee's final paycheck may be held pending return or clearance of outstanding keys.

I have read and agree to the above Key Control Policy. I shall return to *Facility Management, 1532 West Michigan Street, Duluth, Minnesota 55806* any key issued to me when I no longer have a need for the key or when, for any reason, it is requested by Facility Management. I will report any lost key as soon as the loss is known.

Signature of person to whom key(s) are issued

Date

NOTE: LOST KEY CHARGE \$25 - \$200