POLICY ON MEDICAL CENTER BUILDING MASTER KEYS

Purpose: To establish guidelines regarding protection, loss and/or removal of master keys from the facility.

Policy: Loss or theft of master keys to any of the Medical Center facilities must be reported to the appropriate Foreman, Assistant Director and Director immediately upon recognition.

Master keys are not to be removed from the premises of Vanderbilt University during off hours (i.e., after clocking out). This excludes shop keys.

Master keys are not to be left unattended. They must be kept on person or securely locked in tool cart, locker or key box when unattended.

An up-to-date key log identifying hook number is to be maintained for each employee in the central administration office. Request for keys identifying the individual or place of issue is to be made on standard key request form signed by the appropriate supervisor.

All keys must be surrendered at time of termination.

Responsibility: It is the responsibility of each supervisor to provide accurate listing of keys held by each of their employees to the Administrative Assistant. The list should be updated annually.

It is the responsibility of each supervisor to insure that adequate security is provided for master keys during off hours, i.e., locked office, locker, shop, key box, etc. It is the individual responsibility of each employee to insure that keys are adequately secured at all times.

It is the responsibility of each supervisor to insure that the provisions of this policy are adhered to.

References: None