PURPOSE

This University of Nevada, Reno Facilities Services (FSD) standard operating procedure (SOP) provides guidance to staff for control of building and vehicle keys issued to Facilities Maintenance Services (FMS) personnel. This SOP supplements the key policy contained in the University Administrative Manual.

RESPONSIBILITIES AND PROCEDURES

Vehicle and building keys issued to FMS personnel enable them to accomplish their assigned duties. In many cases, large numbers of keys are issued to individuals and the loss, theft, or misuse of these keys may put University facilities and vehicles at risk. To ensure control of keys within FMS, the following procedures are established:

- Vehicle and building keys are not taken home at the end of the duty day. Each Trade establishes and maintains a key control system and keys are returned to the shop at the end of the shift.
- Trade supervisors store keys in a designated location (key box or equivalent container). The key control system allows access to the keys for use during call-outs.
- Standby supervisors are authorized to take home the standby supervisor keys.
- Standby technicians are authorized to take home the keys necessary to respond to emergency calls, as determined by the Trade supervisor.
- All personnel are authorized to take home a shop key and their key-box key. This allows access to keys stored in the shop if required during call-outs.
- Vehicles are parked in areas designated by the Trade supervisor at end of the duty day. Shop vehicles are not parked in locations solely for the convenience of accessing personal vehicles.
IMPLEMENTATION

The FMS Directors, Assistant Directors and Managers are responsible for the implementation of this SOP within respective area(s) of responsibility.

TRAINING

All FMS supervisors shall receive training on this SOP within 30 days of employment. Supervisors will ensure regular review of and compliance with the SOP.

COMPLIANCE

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.