

Keys and Building Security

As the keeper of all the keys to the campus, we have some extra responsibility to ensure security at all times. All UW keys and key cards should be closely guarded while on duty, and locked away safely at the end of your shift.

Do not leave any UW keys in a vehicle or unattended. Staff key rings need to be stored in key safes at the end of each work shift and all checked out keys need to be returned the same day they were checked out.

Keys must not be shared or loaned out to anyone, taken off campus, and definitely not duplicated. This goes for access codes and electronic keys too. The only keys that can be taken off campus are the keys that allow access to your office or reporting station, which includes file cabinet and desk keys.

Notify your supervisor immediately if a key becomes lost. If you accidentally take keys home with you at the end of a shift, please notify your supervisor immediately.

Failure to follow departmental key procedures may result in corrective action, up to and including dismissal. All keys must be returned to the employee's supervisor upon separation.