

**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

**Section:**

**Administrative**

**Procedure Number:**

**ADM-07**

**Subject:**

**Key Control**

Sub-

A Photo ID is required for all pickups.

Only the individual who is assigned the key is allowed to pick up the key. Approval to pick up keys for others will be evaluated on a case-by-case basis only when the proper authorization is given.

**Keys will only be held in Key Control for pick up for 30 days beyond the Key Ready date.** Keys that have not been picked up after 30 days will be returned to the locksmith and a key return fee will be applied to the index of the key approver listed on the key record.

#### Key Transferring

Transferring of keys between individuals, departments or other locations is not allowed. All keys must be returned to F&C Key Control to be officially returned on record and re-assigned to the new record. This is due to key tracking and building security reasons.

