

Key Issue & Return Sign Off Form

I acknowledge that I have received the keys listed below and have read the *Key Holder Roles and Responsibility* document. DFR will scan and email or provide a copy if requested.

Key Number:	Date Received:
Name (Printed):	Signature:
Returned Date:	Returned To:

Key Holder Roles and Responsibilities

Role Description: A key holder is anyone in possession of a University of Minnesota issued key.

Responsibilities:

1. No person or department shall knowingly receive, borrow, or possess any key for any space without first receiving permission from the Department Facility Representative for that space.
2. Duplication or reproduction of keys by anyone other than Facilities Management Locksmith Services is strictly prohibited.
3. Key holders shall not use their University keys to allow access for unauthorized individuals.
4. Key holders shall report any lost or stolen key immediately to the Department Facilities Rep (DFR).
5. Individuals that enter locked buildings or spaces are responsible to re-lock them when they exit.
6. Keys shall not be stored in unlocked desk drawers or other non-secure locations.
7. Loaning of University keys is prohibited. Loaning means lending, borrowing or otherwise facilitating unauthorized and/or unaccounted custody of a key or keys to individuals or groups by an authorized key holder. Checking out keys from a key control cabinet or other control system by an authorized individual is not considered to be the loan of keys.
8. Key Holders may only take home keys that are needed to get into their work space. No other University issued keys can be taken home.