

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Security and Information Services
Subject:	Keys - President Residence
Date Issued:	December 2, 2005
Date Revised:	
Approved By:	

I. Policy/Procedure

This policy outlines the guidelines for accessing keys to the President's residence. A separate key system will allow keys to be issued only to members of the President's family and others as needed.

II. Purpose

The College takes measures to avoid unnecessary risks to the President, family members and visitors to the President's residence.

III. Scope

This policy applies to anyone who needs access to the President's residence.

IV. Terms and Definitions

- President's Residence – the college-owned residence located at 711 Ridge Road.
- Keyway – the physical shape of the horizontal grooves in the key.

V. Procedures and Guidelines

- A. The key system to the President's residence will be set up on its own keyway. It will be separate from the other college master key systems.
- B. The President will determine the keys to be issued to family members for the President's residence.
- C. The key held at Information Services can be checked out under the following circumstances:
 - Catering or food service events
 - o Catering staff should prepare an approved numbered catering request form with the date, beginning and return time indicated.
 - o Catering should immediately send a copy to Information Services for them to update a schedule of events.
 - Facilities personnel maintenance and cleaning
 - o A work order form will be made for maintenance and cleaning duties to be scheduled at the President's Residence.
 - o Trades, custodial and grounds staff will obtain a work order request form with the date and beginning and return time indicated.
 - o Work order forms are available from the Facilities Services Office.

- Outside contractors and vendors
 - o All service or repair work to be completed by outside vendors should be approved in advance by the Facilities Services Office after consultation with the President's family.
 - o A work order form should be completed describing the work, the names of the workers and the anticipated schedule. The key pick up and return time should be indicated for the day(s).
 - o A maintenance pass will be presented and copied to verify identity of the person.
- D. If access is needed, the following method should be used to obtain a key for the President's residence.
- A key is issued to Security and will be kept in the safe located at Information Services.
 - The above documentation will be presented to the staff at Information Services.
 - The person receiving the key will provide a contact phone number, preferably a cell phone if available.
 - The key should not be passed to other individuals unless indicated on the approved form.
 - Only Security and/or Information Services are responsible for checking keys in and out.
 - o They will maintain a separate key log sheet indicating the date, person's name, signature, time issued, issuer's initials, time to be returned, return time and receiver's initials.
 - o Security and/or Information Services are responsible for contacting people who have not returned the key.
 - o Security and/or Information Services will ensure that the key is returned before the end of the day.
- E. Student workers will not accept the returned President's residence key. When the key is to be returned, the student will contact either a Security or Information Services staff to accept the key.

VI. Confidentiality and Record

The Information Services staff will keep a master log of key usage. Any questions can be directed to Information Services (563-387-2000) or Facilities Services (563-387-1146).