

## College of Veterinary Medicine Policies and Procedures

COLLEGE OF VETERINARY MEDICINE

Subject:

**Key and Card Access Administration** 

Section: Administrative Number: *CVM 55.1.17* 

Pages: 2
Date: 2021

Replaces Policy Dated: 2012

Cross Reference:

## **Key and Card Access Administration**

The College of Veterinary Medicine will maintain the key and card access systems for the Wise Center and other CVM facilities through the Facilities Services branch of the Administrative Support function.

Facilities Services will be responsible for maintaining records of key and card access transactions and lock changes. Program and departmental supervisors will be responsible for keys requested for personnel they supervise.

Card access, keys and routine lock maintenance services will be provided at no charge to CVM programs and Wise Center occupants who are part of the DAFVM Cost-Sharing Plan. The cost of hardware changes, lost keys or rekeying locks will be borne by the user/requestor. Procedure:

- 1. To obtain keys and card access privileges, the user/requestor must submit a Card Access/Key Request Form (attached) to the Facilities Services Office.
- 2. The following administrative approvals will be necessary:
  - a. None-for individually assigned offices.
  - b. Program/Dept. Level-for restricted access spaces, master keys, and exterior doors.
  - c. Office of the Dean-for grand master and great-grand master keys, and for exterior doors.
- 3. Where possible, the person carrying the key should acknowledge receipt of the key on the Card Access/Key Request Form. This record will remain in the file until the key is returned.
- 4. The Facilities Services Office will notify supervisors of outstanding keys when employees leave CVM. Supervisors have the responsibility of recovering keys and I.D. cards and returning them to Facilities Services.
- 5. Employees with card access privileges are responsible for immediately notifying Facility Services when I.D. cards are lost. Card access privileges will end effective the employee's date of termination or resignation.

Approved:	Kent H. Hoblet	9/16/2021
	Kent H. Hoblet, Dean	' Date

## CARD ACCESS/KEY REQUEST FORM

L2001 Dean's Entrance   Approved:   A2214 Microbiology   Approved:   BioMed Right Entrance   Approved:   L2601 MDL Entrance   Approved:   A2216   Approved:   BioMed Left Entrance   Approved:   A2216   Approved:   BioMed Left Entrance   Approved:   A2216   Approved:   BioMed Left Entrance   Approved:   A2220   Approved:   BioMed Annex Right Ent.   Approved:   A2231   Approved:   BioMed Annex Right Ent.   Approved:   A2232   Approved:   BioMed Annex Right Ent.   Approved:   A2238   Approved:   BioMed Annex Right Ent.   Approved:   A2238   Approved:   BioMed Annex Left Ent.   Approved:   A2202 Clinical Path.   Approved:   A2238   Approved:   Appro	Date Requested:			Facilities Services			
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effective date of either termination or resignation.

9/2014

## CARD ACCESS/KEY REQUEST FORM

Date Reque Name: MSU ID#: Program:	And the second s		- Co	Facilities Services Illege of Veterinary Medicir Mississippi State University	
Key Request					
Room #	Key Serial #	Signature		Date Received	
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			Approved:		
			Program Manager		Date