Otis College of Art and Design
Facilities Management Department

Campus Keys Policy

Purpose: Provide optimal physical security and safety for building occupants and to protect the assets of the Otis College of Art & Design through a robust key maintenance process.

Scope: This policy applies to all buildings maintained by the College and covers all members of Otis College community who are issued keys to campus buildings and resources.

Guidelines for Issued Keys:
- The Facilities Management department at Otis College of Art and Design issues keys to members of Otis College community on "as-needed" basis.
- All requests for new or replacement keys must be made using the online Key Request Form and submitted to the Facilities Management office using the Track-It system.
- Online Key Request form must be signed by the requesting department's Director or Chair, and must clearly indicate the name of a recipient along with quantity and designation of a desired key.
- All Otis College faculty and staff members shall maintain their Otis-issued keys to access assigned offices, closet-spaces, and studios for business-related purposes. All Otis College faculty and staff are responsible for all keys issued to them.
- All issued keys must be returned to the Facilities Management office by members of faculty and staff in case of their transfer, termination, or departure from Otis College.
- In case of a lost key, the requesting department will be responsible for any financial impacts of re-keying an area or facility, if deemed necessary.
- The duplication or possession of any unauthorized Otis College key is prohibited and will result in an administrative action upon discovery.
- Faculty and staff shall not unlock any building or room for any individual unaffiliated with Otis College and will be expected to supervise visiting members of general public.
- In an effort to minimize loss or misuse of keys, all Otis Community members with issued keys are strongly encouraged not to leave their keys unattended or otherwise not in their immediate possession during business hours.

Requests to Open Locked Doors:
- In order to access any unassigned locked on-campus areas, members of faculty and staff shall file a Track-It work order to request Otis Security guard assistance.
- Departments may grant access to locked areas under their purview by completing a room access request memo, also listing the names of every individual allowed entry.
- Otis Security guards shall not open doors without a completed work order or room access request memo signed off on by the Facilities Management.