



Tippie College of Business

Key Check-Out / Check-In Process Policy

To ensure accurate tracking, accountability, and protection of university assets, all keys issued within Tippie are managed by the Dean's Office and assigned to specific individuals. Keys **should not be shared, loaned, transferred, or passed to another person under any circumstance**, and this policy applies to faculty, staff, students, and temporary employees. If another individual requires access, a key must be issued through the Dean's Office. All key issuance, reassignment, and returns must be processed through the Dean's Office front desk.

Each individual is responsible for any key assigned to them until it is returned. Lost or misplaced keys must be reported within 24 hours. Individuals should only possess keys necessary for their role, and duplicate or extra keys must be returned upon request. Unauthorized transfer of a key will be treated as a lost key. The Dean's Office will maintain official key records and periodically audit key assignments to ensure accuracy and compliance

Office Key Issuance

- Dean's Office Front Desk Staff receive notification of new employees requiring office keys.
- Office assignments are verified by the Facilities Director prior to key issuance.
- Notification sources include Faculty Affairs, ACT forms, and designated PhD/student services staff.
- Employees must pick up keys in person from the Dean's Office.

Key Tracking Requirements

- Term/end dates are entered into the key management system, when applicable for temporary employees such as TAs and PhD students.
- Employees must sign and date a key check-out form acknowledging responsibility for assigned keys.
- Key numbers, office numbers, issue dates, and issuing staff members are recorded in the key management system.
- An annual review is conducted during the summer to identify keys assigned to inactive employees.

Employee Separation or End of Appointment

- Dean's Office Front Desk Staff contact individuals regarding key return before departure.
- All returned keys are documented in the key management system.
- Follow-up is conducted for any outstanding keys.

401 Room, Galleria, Patio and Courtyard Keys

- Room reservations are requested through the [PBB Room Reservations process](#).
- **NEW AUGUST 2026:**
 - Tippie employees must sign the reservation checklist at least once per calendar year.
 - Tippie students and other university users must sign the reservation checklist for every reservation.

Lost Key Procedures

- Lost 401 keys must be reported to the Dean's office front desk staff within 24 hours of discovery.
- Lost Office keys, including TA and PhD office keys, should be reported within two weeks.
- All Lost keys must be documented in the key management system.
- Employee authorization and office assignment must be verified before issuing a replacement key.
- Any applicable replacement key charges will be communicated to the employee.
- The Facilities Director and the Chief Operating Officer will be consulted to determine whether rekeying or additional security measures are necessary.

New Process for Lost Keys or Unauthorized Possession of Keys

- **NEW AUGUST 2026:**
 - If a reported lost key is not recovered within three weeks, the individual who checked out the key will be charged \$50 for a replacement key through invoice or U-Bill.
 - Employees may be responsible for rekeying a door and additional security costs when necessary.
 - Unauthorized possession, transfer, sharing, or loaning of a key will be treated as a lost key.
 - Follow-up actions may include increased monitoring, additional approvals, suspension of privileges, additional security measures, or administrative action.

Graders

- Graders will not be issued office keys.
- Alternative workspace access should be coordinated through the appropriate department office.
- Any exceptions must be approved and documented.