

VERMONT TECHNICAL
COLLEGE MANUAL OF
POLICY & PROCEDURE

T-603 Policy for Residence Hall Keys

Revised October 1984
Revised August 2005
Revised August 2009
Revised June 2014

Purpose

The Vermont Technical College has established this policy to preserve security for personnel and property in residence halls. In this regard, it is important that procedures be followed by both students and staff in the issuance, collection, duplication, and replacement of keys.

Statement of policy

1. Key Cabinets

Each residence hall has a locked cabinet. The Resident Director is the custodian of the key cabinet. It is the responsibility of this person to issue and collect keys and maintain the security of the key cabinet at all times.

2. Unauthorized Duplication

The unauthorized duplication of any key is forbidden and will result in a charge equal to the cost of replacing the lock cylinder and four keys. This is a violation of the College's Health and Safety policy.

3. Distribution and Stocking of Keys

- A. One key issued to each student-room occupant.
- B. One spare key maintained in the Resident Director's key cabinet for immediate issuance to occupant in the event of loss. Student will be charged to for the replacement of the lock cylinder and four keys.
- C. Two keys maintained in Physical Plant (one to replenish Resident Director's spare and one file key).
- C. Access to the key cabinet and disbursement of residence halls keys by non-residence life staff is at the discretion of the Resident Director.

4. Loss of Theft of Master Key

- A. In the event of a loss or theft of a master key or a cabinet key, the Dean of Enrollment and Student Affairs, the Director of Public Safety and Director of Physical Plan will be immediately notified with all known details.
- B. A master key is **never** to be handed to a non-staff member such as a student being locked out of a room.