Nyack College Key Policy

In order to keep our Nyack College community secure and safe, individuals issued keys are required to abide by these policies and regulations. Accurate records of every person who receives a key is part of our safety program and are tracked through our computer system for the safety of everyone with whom we teach and serve.

1. Department Heads are responsible for the key(s) issued to employees in their department. Replacement key fees have to be paid by the person who loses a key prior to receiving a new one. If, for security purposes, a core also needs to be changed, the person will be charged that fee.

2. Key requests must be submitted through the TMA work request system by a Department Head or Director. Any key request made by an unauthorized person will automatically be denied. Access this through Nyack.edu/Facilities, Click on TMA Work Requests.

3. The Facilities Department reserves the right to deny any key request if it is believed that campus security could be put at risk. Department Heads may appeal denials by speaking with the Director of Facilities.

4. Department Heads will be notified through the TMA system when a key has been made. They should notify their employee to pick up their key(s). If a key is not picked up within 30 days, it will be returned to the locksmith and a new request will have to be submitted.

5. The person who will be using the key must pick it up and sign the key policy. NYC Campus faculty and staff should get their key(s) from the Head of Facilities/Housekeeping on site at the NYC Campus.

6. When employment is terminated for any reason, the employee’s keys must be returned to the Facilities Department before they leave. Department Heads should determine if any person leaving has returned all of their Nyack College keys. Keys should never be passed on to a new or promoted employee.

7. Fines:
   - Lost key - $50.00 per key
   - Lost key requiring core change - $150.00 per core
   - Fines must be paid in full before replacement key or core is released:
     ▪ Undergraduate housing fines should be paid through Residence Life.
     ▪ Graduate fines should be paid through Auxiliary Services.
     ▪ Faculty and staff fines should be paid at the Facilities Department by check made payable to Nyack College.

I have read and agree to abide by this Nyack College Key Policy.

WR # __________

Key#:
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Signature

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Print Name

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Date                                     Department

Updated January, 2017