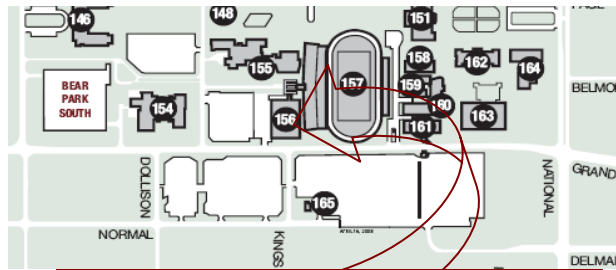


Quick Facts

- *Key requests must be submitted and approved electronically prior to keys being cut and issued.*
- *Key Request form is found on the University Web Site in My Work area.*
- *Key Control office hours:*
Monday—Friday
10:00 a.m.—3:00 p.m.
(in accordance with University schedule)
- *Key Control office location:*
945 E. Grand Avenue
Room 112 Central Stores and Maintenance
- *Key Control Contact Information*
Phone 417-836-7689
Fax 417-836-5288
E-Mail KeyControl@MissouriState.edu
- *The individual requestor must pick up and sign for keys issued in their name.*
- *Missouri State University photo identification card is required to pick up keys*

**Key Control
Hours**

10 AM—3 PM



Central Stores and Maintenance (STMA) #156

Missouri State University

Missouri State University
Facilities Management
Safety and Transportation
901 S. National Avenue
Springfield, MO 65897

Phone: 417-836-7689
Fax: 417-836-5288
E-mail: KeyControl@MissouriState.edu

Missouri State University

Key Issue and Policy Information

“Your Key to Security”



Missouri State.
UNIVERSITY

Phone: 417-836-7689

To Request A Key

- Any request for a key to be issued must be requested by submitting an electronic key request form, approved by the Department Head/Director and Dean/Vice President.
- Key requests shall be completed by submission and approval of the online form, which is located in “My Work” on the University web site. Upon approval the request is automatically sent to Key Control.
- Each key request can be used to request one key per person.
- The requester will receive an email when their keys are ready for pick up.
- The key requester should go to Room 112 STMA (Central Stores and Maintenance) at 945 E. Grand Avenue to pick up keys.
- A Missouri State University identification card is required to pick up keys.

Summary of Key Policy

- *The effective control and security of university buildings are necessary requirements for the safety and protection of university personnel and equipment.*
- *A cooperative effort by Facilities Management and Safety and Transportation will create and maintain a keying system which will ensure a reasonable balance of physical security and convenience to persons authorized to possess keys to University facilities.*
- *All keys are property of the university. Duplication or transfer of any university key is strictly prohibited.*
- *Key requests may be submitted for access to buildings and/or areas for which you have authorized business.*
- *Key requests must be submitted electronically and approved by Deans, Department Heads, Directors or Vice Presidents on-line prior to the request being processed.*
- *Key requests typically take five (5) days to process; additional time required at peak periods such as the beginning or end of a semester.*
- *Keys not picked up within 30 days of notification that keys are ready will be returned to the locksmith and a new key request will be required to be submitted.*
- *Keys can only be issued to and checked out by university faculty, staff, students, graduate assistants, and general contractors.*
- *There is a charge for lost and/or stolen keys.*
- *No person may possess more than one of the same key at a time unless authorized by the Director of Safety and Transportation or his designee.*

- *When a person leaves Missouri State University, keys must be turned in to Key Control Office before clearance forms will be signed.*
- *All faculty, staff, students, graduate students and general contractors must return keys to Key Control when the keys are no longer required. Do not turn keys over to an approving authority as you are personally responsible for the security of keys assigned to you.*
- *Specific guidelines are spelled out in the full policy to address Short-Term Key Issuance and Contractor/Consultant Key Issuance and Check-out.*
- *Lock repair and changes is not handled through key control, but should be submitted to Work Management iService Desk at the following web site.
<http://physicalplant.missouristate.edu/>*

The full Key Control policy can found on the web at <http://www.missouristate.edu/safetran/11258.htm>.

Missouri State University Key Control Office

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