

# **Master Key Usage Request**

## **Administrative Procedure**

Only certain full-time employees of the College are permitted to have access to the master keys for any building or office(s) of WV Northern Community College. Should a need arise for a part-time employee, student, vendor or individual from the public to access a room or office within one of the College buildings for valid reasons, he or she must be accompanied by an appropriate full-time College employee.

Each full-time College employee with a master key who accompanies a third party to a room and provides access to that person will be responsible for the oversight of the individual while he or she is in the area. Should any item(s) need to be removed then the full-time College employee will need to confirm with the appropriate college parties that the item(s) can be removed. Once permission is granted, the full-time College employee providing the access to the room will document in writing any item(s) being removed and have the third party sign and date the document indicating receipt of the items. Copies of the documentation are to be forwarded to the Campus Dean, CFO and appropriate department head.

If you have any questions regarding this administrative procedure please contact your supervisor, the Campus Dean, the CFO/Vice President of Administrative Services or the Director of Facilities.

Effective: February 23, 2009