GONZAGA UNIVERSITY
MEMORANDUM
Plant & Construction Services

DATE: January, 2014
TO: Gonzaga University Personnel
FROM: Plant & Construction Services
RE: Gonzaga University Key Return Policy and Procedures for Employees

ALL keys need to be collected by supervisors/key authorizers per GU/HR exit policy from employees prior to leaving Gonzaga or transferring to a new department.

- Building Master Keys must be returned by key holder to the Customer Service Desk at Plant Services 1004 N Ruby
- All keys should be returned by key holder; however, it is the responsibility of the supervisor/key authorizer to verify that the keys are accounted for and returned
- An updated list of key assignments is available upon request to Plant Customer Service as part of key collection procedure

For security it is important that we continue to collect and document key assignments. If keys are not returned when an employee leaves Gonzaga, it is a security risk of theft or other detrimental factors. In order to maintain key database accuracy, supervisors and key authors must have their employees adhere to the key check out and return policies. For more information, please go to: http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/PlantServices/. Attached are the current key return (PINK) and check out (GREEN) cards, additional cards can be obtained per request from Customer Service ext. 5656 or Customerservice@plant.gonzaga.edu

All GREEN cards must be signed by the department key authorizer; employees/students need to bring their GU ID with them to Plant Customer Service in order to pick up keys.
Key cards state that “if this key is lost, my department/I will be charged a minimum of $50.00.” Keys not returned by employees prior to leaving Gonzaga or properly transferred are considered lost. Departments maybe charged for each key not returned or properly transferred within 45 days of exit date.

Many departments prefer to transfer keys from one person to another. Although this is discouraged, it can be done for office keys only, NOT a building master key.
To correctly transfer keys from one person to another:
- Please fill out a PINK key card crediting the person returning the keys. (1 card per key)
- Please fill out a GREEN key card for the person receiving the keys. (1 card per key)
- Send both forms to Plant Services Customer Service, CG Box 81.

Thank you for your assistance and support of the Campus key procedures.