



## **POLICY ON KEY REQUEST/RETURN**

*Issue Date:* October 26, 2021

*Supersedes:* None

*Last Review:* October 26, 2021

### **I. PURPOSE**

To establish a policy and procedure for requesting, returning, distributing and accounting for keys.

### **II. POLICY**

It is the policy of New York Medical College ("NYMC" or the "College") to issue keys to any approved person for access to NYMC buildings, rooms or property. All keys must be returned to the Public Safety Department upon termination of employment, end of lease or expiration of the need for use of the key.

### **III. SCOPE**

This policy applies to anyone applying for or returning a key to any building, room, or property on the NYMC campus. This policy does not apply to Housing key requests or returns.

### **IV. PROCEDURES**

#### **A. Key Requests**

1. Any person requesting a key must initiate a request to the applicable oversight administrator:
  - a. Department leader;
  - b. Dean;
  - c. In the case of Bio-Inc. tenants, the Senior Vice President for Research
  - d. In the case of other tenants, the Associate Dean of Academic Administration for the School of Medicine.
2. The oversight administrator will submit a service request/work order key request on TouroOne.
3. The key request will be reviewed by Facilities staff and forwarded to the Chief of Staff, Associate Dean for Academic Administration School of Medicine and Director of Public Safety for approval.
4. If approved, Facilities will forward the request to Public Safety.

5. Public Safety will notify [NYMC-Keyrequests@nymc.edu](mailto:NYMC-Keyrequests@nymc.edu) to cut the key, provide the code, and identifying stamp for the key. The stamp should include the core and key identification number.
6. Facilities will cut the key and deliver same to Public Safety.
7. Public Safety will enter the key into the key inventory software.
8. Public Safety will contact the key requestor and notify them to come to Public Safety and sign for their key.

**B. Key Returns**

1. All NYMC keys must be returned to the Public Safety Department by the separated/terminated individual's separation of employment, end of lease or expiration of the need for use of the key. Keys may not be transferred from one assigned keyholder to another except with the approval of the Public Safety Department.
2. Supervisors are responsible for ensuring keys of separate employees are promptly returned to Public Safety. The Senior Vice President for Research or Associate Dean of Academic Administration School of Medicine, as applicable, are responsible for ensuring keys of tenants are return to Public Safety at the termination of a lease/license for College space.
3. The Public Safety Department will update the key inventory to reflect all key returns and manage unassigned keys in conjunction with the Facilities Department.

**C. Lost Keys**

1. Any keyholder who has lost an assigned key must promptly email [NYMC-Keyrequests@nymc.edu](mailto:NYMC-Keyrequests@nymc.edu) with the details of such loss.
2. Anyone locating an NYMC key without an assigned keyholder must promptly return the key to the Public Safety Department.

**V. EFFECTIVE DATE**

This policy is effective immediately.

**VI. POLICY MANAGEMENT**

Executive Stakeholder: Vice President and Chief Counsel  
Oversight Office: Public Safety Department