


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

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| Policy Number:<br>4:007  | Supersedes Policy Number:<br>4:007 |
| Date:<br>October 24, 1988  | Dated:<br>October 14, 1987         |
| Subject:<br>Building Security  |                                    |
| Initiating Authority:<br>Vice President for<br>Finance and Administration                                | SBR Policy/Guideline Reference:    |
| Approved:<br> President |                                    |

The purpose of this policy is to provide all pertinent information, outline procedures, and assign responsibility for ensuring that the University conforms to acceptable building security procedures.

PROCEDURES

The effective control and security of University building and room keys are a necessary requirement for the safety and security of University personnel and equipment. The following procedures have been designed to fulfill that requirement.

1. All keys to APSU buildings and offices shall bear the imprint "APSU DO NOT DUPLICATE." Duplication of University keys is prohibited except by the Physical Plant Department.
2. Requesting keys:
  - a. Initial Issuance: A work order (See 4:003) for manufacture and issuance of keys must be approved by the Building Security Coordinator and forwarded to the Physical Plant office. The individual for whom the key is made should pick up the key and sign for it at the Physical Plant office. (List of Building Security Coordinators is attached.)
  - b. Replacement Keys: A work order (See 4:003) for manufacture and issuance of all replacement keys must be approved by the appropriate Building Security Coordinator and forwarded to the Physical

Plant office. Keys will be cut by Physical Plant personnel. The individual for whom the key is made should pick up the key and sign for it at the Physical Plant office.

3. Internal building master keys will be issued only to the Building Security Coordinator if requested. Issue of external access keys will be very limited and issued only as authorized by the Building Security Coordinator.
4. A complete (interior and exterior) inventory shall be developed and maintained by the Director of Physical Plant. An inventory will be maintained by the Building Security Coordinators of exterior building keys.
5. A quarterly report of replacement keys will be provided to the President by the Director of Physical Plant through the Vice President for Finance and Administration.
6. Before final payment is made to any departing employee, it will be necessary for the employee to surrender all assigned keys to the Director of Physical Plant. The Business Office will hold the final paycheck until receiving the clearance form with the appropriate notation from the Director of Physical Plant.

## BUILDING SECURITY COORDINATORS

| <u>BUILDING</u>   | <u>SECURITY COORDINATOR</u> |
|-------------------|-----------------------------|
| Browning          | Mr. Wendell Gilbert         |
| McCord            | Dr. John Foote              |
| McReynolds        | Dr. Wynella Badgett         |
| University Center | Ms. Marsha Reynolds         |
| Clement           | Dr. Solie Fott              |
| Claxton           | Dr. Carl Stedman            |
| Archwood          | Dr. Vernon Warren           |
| Library           | Dr. Donald F. Joyce         |
| Memorial Health   | Mr. Andrew Simmons          |
| Armory            | LTC Riley J. Smith          |
| Sexton            | Dr. Evelyn Nixon            |
| Dunn Center       | Mr. Tim Weiser              |
| Shasteen          | Mr. Bill Taylor             |
| Kimbrough         | Dr. Rex Galloway            |
| Ziegler           | Dr. James Goode             |
| Ellington         | Dr. Philip Weast            |
| Trahern           | Dr. Joe Filippo             |
| Marks             | Mr. David Grimmett          |
| Dormitories       | Mr. Gary Levy               |

BUILDING SECURITY COORDINATORS  
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| Shasteen                    | Mr. Bill Taylor             |
| Kimbrough                   | Dr. Rex Galloway            |
| Ziegler                     | Dr. James Goode             |
| Ellington                   | Dr. Philip Weast            |
| Trahern                     | Dr. Ellen Kanervo           |
| Marks                       | Dr. Wayne Stamper           |
| Dormitories                 | Mr. Gary Levy               |
| Emerald Hills Alumni Center | Mr. Doug Barber             |