


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:007	Supersedes Policy Number: II:05:08
Date: August 1, 1986	Dated: September 15, 1982
Subject: Building Security	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  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. Judith Wakim
University Center	Ms. Marsha Reynolds
Clement	Dr. Solie Fott
Claxton	Dr. Carl Stedman
Archwood	Dr. Vernon Warren
Library	Ms. Anne May Berwind
Memorial Health	Mr. Andrew Simmons
Armory	LTC Riley J. Smith
Sexton	Dr. Evelyn Nixon
Dunn Center	Mr. Robert Brooks
Shasteen	Mr. Bill Taylor
Kimbrough	Dr. Rex Galloway
Ziegler	Dr. James Corgan
Ellington	Dr. Philip Weast
Trahern	Dr. Joe Filippo
Marks	Mr. Robert Jones
Dormitories	Head Resident