



Policy 6A: Departmental Key Procedures

Annual Distribution

Program Director, Adult Learning & Human Resource Development
Program Director, Civil & Environmental Engineering
Program Director, Computer Science
Program Director, Electrical and Computer Engineering
Director, Graduate Student Services Office
Program Director,
Librarian, Resource Center

Program Director, Master of Business Administration
Program Director, Marriage & Family Therapy
Program Director, Master of Information Technology
Program Director, Natural Resources
Program Director, School of Education
Program Director, Science & Technology in Society
Associate Director, Language & Culture Institute

With Copy To

Dean, College of Engineering
Dean, College of Natural Resources
Dean, Graduate School
Dean, Pamplin College of Business
Director, Outreach Program Development

Northern Virginia Center Building Engineer
Northern Virginia Center Business Manager
Northern Virginia Center Facilities Manager
Office of the Auditor

Process

Each key is assigned to an individual, via a signed request form. To conform to the Auditor's requirements, the office of the Associate Dean of the Graduate School/Director of the Northern Virginia Center will conduct an inventory of Northern Virginia Center keys within three weeks of the end of Spring Semester. If the inventory turns up any locks for which we cannot account for all the keys, we will automatically re-key the lock, and the cost (approximately \$100) will be deducted from the account of the program to which the room with the door is assigned.

Background

In 2003, all doors on the Virginia Tech side of the Northern Virginia Center (except for the Marriage and Family Therapy/ Adult Learning and Human Resource Development wing) were re-keyed because of the disappearance of a master key. This policy facilitates key security at the Northern Virginia Center in compliance with university policies.

July, 2010