



Policy 6B: Appropriate Use of Master Keys

Purpose

The purpose of this policy is to provide guidance for the physical security and access of offices at the Northern Virginia Center.

Policy

Those holding a Virginia Tech office/class room master key must be cognizant of the security issues regarding personnel and office spaces. The following guidelines should be followed at all times, with exceptions permitted solely by the Associate Dean of the Graduate School/Director of the Northern Virginia Center.

- You may unlock and enter an office only for reasons directly related to your work duties, such as installing software or exchanging a telephone. The occupant should be notified in advance and permission secured before unlocking his/her office. If the work is critical, and the occupant cannot be notified in advance, leave a note to let the occupant know you were there and why.
- Do not loan your key to anyone.
- Under no circumstances should you unlock an office for a third party without the express permission of the office occupant on a case-by-case basis. If a third party asks you to unlock an office for them, please refer that person to the Facilities staff or the Associate Dean/Director.
- You are permitted to open the office for an occupant when he or she is locked out.
- Any master key holder can unlock class and conference rooms upon request by any Northern Virginia Center faculty or staff member. A report of such room openings should be made to Facilities (facilities@vt.edu)
- Under no circumstances is it permitted to duplicate any key assigned to you

By signing this document, you agree to follow the above guidelines.

Name (Printed)

Signature

Date

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