Key Cabinet Lock Box – Secure Key Storage

Self-service check out of keys:

- Access the lock box by pressing in the code assigned, turn lever to the right, and pull door open.

- Select keys to be checked out and sign out on key check-out form taped to cabinet door.
  Form is available at www.plu.edu/access website.

- Return keys back to lock box immediately after use.
  - Do not keep keys for prolonged period of time.
  - Do not remove keys from building.
  - Report missing keys immediately to Access Dept.

- If you forget the code assigned to you, contact Access Dept.

- Appoint an individual to monitor inventory of lock box. Key inventory must be checked at the beginning of the day/shift and at the end of the day/shift to ensure keys have been returned.

- Keys are not to be removed from campus.

Setting up lock box:

- Key rings should:
  - Limit the number of keys on a ring so if loss happens, damage is minimized.
  - Key ring tags should be numbered and correspond with a list of keys inside front door of lock
    box. Never tag rings with identifiers to space, institution, or office. Use a numbering system.

Q. What types of keys should be stored in the lock box?

- All master or sub-master keys must be secured in the lock box
- Key to lab, classroom, conference room, equipment room, filing cabinet, etc.
- Also usable for remotes, golf cart keys, etc.
- If it needs to be secured, lock it up.

Q. Who gets the code to the lock box?

- Department head and/or DOAR issues code to trusted individuals who require access to keys.
- Keep a list of authorized individuals.

Q. Can the code be changed?

- Instructions are located within the lock box.
- Change the code when authorized individuals leave or if there is a security concern.
- Email Access Dept at access@plu.edu of code changes and codes to keep records updated.
- Access Dept is available to change the code, if desired.

Q. What if a key is not returned?

- Call Access Dept and submit a Lost Key Report immediately.
- Report loss so assistance is available to track the missing key, identify potential theft, reissue a new key, etc.
- See www.plu.edu/access for contact information, forms, and complete Access policies.