**Key Policies per U of A Key Desk**

[**Requests for Replacement of Lost Keys**](http://www.fm.arizona.edu/documents/LocksandKeys/ReplacementKey.pdf)

**“It is the requirement and responsibility of individuals issued University of Arizona building keys to safeguard those keys at all times.”**

 **The individual to whom keys are issued must report all lost or stolen University building keys to their Department and to the UA Facilities Management Key Desk IMMEDIATELY.**

 **In Addition- STOLEN University building keys *must* be reported to UAPD IMMEDIATELY.**

**Individuals requesting replacement of stolen keys must supply a copy of the UAPD report along with a properly completed Lost Key Replacement Request Form to the FM Key Desk.**

• **In the event keys are stolen while in another country, the theft must be reported to UAPD immediately upon your return.**

**Key Return Requirements**

**It is the responsibility of each department to instruct, and ensure, outgoing departmental personnel and students in possession of University building keys return all key(s) to the FM Key Desk either prior to or upon their departure.**

Note: Departmental authorized key signers are welcome to contact the FM Key Desk for assistance with key returns for outgoing personnel.

• All University building keys that are issued to individuals must be returned to the FM Key Desk so the key return can be properly documented. A key return receipt will be provided upon request.

• It is the personal responsibility of each ***individual*** to whom keys are issued, to return all keys to the FM Key Desk prior to or upon leaving the University, the department, graduating, retiring, or termination of employment either voluntary or involuntary.

**Removing Cat Card Access:**

* It is the responsibility of each department to immediately notify University Animal Care when the individual is no longer under their employment, so their Cat Card access to the Animal Facilities can be removed.
* If the individual changes departments it is the responsibility of the NEW department to request access for that person.