DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING

KEYCODE ACCESS POLICY AND RECIEPT OF KEY

EEE aims to provide a safe working environment for all staff and users, this includes both safety of the individuals using the EEE buildings/areas as well as ensuring the building and equipment is secure. This policy covers all EEE areas across Roberts building and Malet Place Engineering Building.

Collection of Keys
- Keys to offices will be allocated on arrival and can be picked up from the IT Support Team (Room 604, 6th floor of the Roberts Building).
- **Keys will cost £20 cash at the time of collection.**
- Please note access to higher risk areas may need additional activities to be carried out before a key/door code can be issued. This may include, but is not limited to, a risk assessment, local lab inductions, equipment training, supervisor sign-off etc once these have been completed and evidence provided to the key issuer then keys may be issued.

Responsibilities of EEE Key Issuer
- A register of all keys issued and to whom is to be kept within the department.
- Must investigate all key issues when notified.
- Ensure £20 deposits are returned promptly on key return.

Responsibilities of keyholder
- Keep the issued key/s safe, loss or theft of keys to be reported as soon as possible to defects@ee.ac.uk and support@ee.ac.uk, replacement keys may be at a cost to the keyholder.
- If the physical key/code locks need replacing due to damage or other issues, please report to defects@ee.ac.uk as soon as possible.
- Keys/codes are not to be shared between individuals, even if in the same group or team. Keys are issued to individuals only and therefore **keyholders should not lend out keys or allow access with their key/code.**

EEE may need to recall/reissue keys or change code locks to ensure the security and safety of the department, if this is the case, please respond quickly to any requests from EEE to ensure the buildings and area is not compromised.

Breach of this policy may result in disciplinary action. EEE reserves the right to remove card and key access to the department facilities until breaches of policy are fully investigated. Loss of any keys will result in loss of the cash deposit.

I confirm I have read and agree to the policy as set out above ☐			
I have paid a £20 deposit ☐			
Key Level		Key Serial Number	
Keyholder Name		Keyholder Signature	
Key Issuer Name		Key Issuer Signature	
Date			