

D.S. Weaver Key Policy

1. The Department Head, or his or her designee, will be responsible for maintaining adequate key inventories and key assignment records. All key assignments, sign-outs and returns will be in Weaver 102.
2. Permanent departmental employees and graduate students will be assigned keys for efficient execution of their responsibilities. All key requests must be approved by the individual's supervisor. Adequate key assignment records will be maintained but up-front key deposits will not be collected. A nonrefundable key replacement fee of \$5 will be charged for lost or stolen keys. Upon termination of employment or graduation from the Department, all keys must be returned to Weaver 102. Retired faculty may retain keys if requested and approved by the Department Head for a specified period of time.
3. Part-time employees may be assigned keys for access to specified work areas. Immediate supervisors must approve the key assignment form. A nonrefundable key replacement fee of \$5 will be charged for lost or stolen keys. Upon termination of employment from the Department, all keys must be returned to Weaver 102.
4. At least one Weaver Lab entry access door and the Senior Design room access door will have combination locks that undergraduate students can use for entering. The combination should be changed annually. As a general policy, undergraduates will not be issued keys unless they are part-time employees. Exceptions, such as members of the ¼ scale tractor team who are not employed by BAE, may be approved by the Department Head.
5. Guidelines for assigning specific keys follow. All keys will open Exterior Entry Glass doors.
 - a. Key assignments that allow access to administrative offices (M2J or M2J2A) will be at the discretion of the Department Head.
 - b. All Faculty with academic rank (Lecturer or higher) will be assigned M2J1 (opens all doors except administrative offices). Visiting faculty key assignments will be at the discretion of the Department Head.
 - c. Non-faculty EPA will receive a key based on their needs as approved by their immediate supervisor. Request for a M2J1 must be approved by Department Head.
 - d. Staff (SPA) will receive a key to their office and areas that they need to enter for their work as approved by their immediate supervisor. Request for a M2J1 must be approved by the Department Head.
 - e. Graduate students will receive a key to their office and areas that they need to enter as approved by their immediate supervisor. Graduate students and others enrolled for academic credit will not be allowed to have a M2J1 key.
 - f. Key assignments to special groups that meet in Weaver Labs, e.g. Alpha Zeta, will be at the discretion of the Department Head.