

Use and Care of University Keys

You must use the utmost care in the handling of keys to The University of Texas at Austin (UT Austin) facilities. These keys are an extremely important responsibility placed upon us because we must have access to spaces in order to do our jobs. You will possess a key only when your job requires you going into the space in question. Keys are to be obtained and used only for authorized purposes. Keys must be returned to their normal place of safekeeping as soon as possible after use.

Under no circumstance will keys in your possession be used to admit persons, known or unknown, (other than persons known to be employees of the Utilities Department who have a legitimate need) into rooms, offices, laboratories, or buildings. If you are requested to admit a person to a facility, you should courteously inform the individual that you may not admit him or her to the space. If the person continues to insist, refer him or her to the Departmental Director, the University Police, or your section leader.

Under no circumstances is any UT Austin key to be duplicated by any agency. Also, keys will not be passed from one individual to another.

Keys to your building, shop, or office that are issued to you on a permanent basis must be authorized by the Executive Director, Assistant or Associate Director, or departmentally designated person. All University keys will be turned in at separation of employment.

Notify your supervisor immediately if you have lost your key(s), or if your key(s) has/have been stolen.