

Key and Access Card
Control

University Policy No.: BP3125
Classification: Building and Properties
Approving Authority: VPFO
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PURPOSE

1.00 The purpose of this policy is to ensure authorized access and

POLICY

8.00 The use of unauthorized locks or Card/Door Access Systems on university owned property or buildings is strictly prohibited.

9.00 Individuals are prohibited from unauthorized possession, duplication, disabling, programming or circumventing of locks and/or card access systems to university facilities. This includes, but is not limited to filing keys, or modifying cylinders or locks. The propping of doors to bypass security and taping latches is also prohibited.

10.00 All keys and access cards, for the use and access to University Buildings and property remain the property of the university and shall not be duplicated or shared.

10.01 Assigned key(s) must be returned to the university upon termination of employment or when the need for access is no longer required.

10.02 Door access privileges will be revoked by the university upon termination of employment. University of Illinois at Urbana-Champaign, 514-243-7640, B.301, c. 45

Card/Door Access Systems