

POLICY

Number: 70-41
Title: Keys
Original Approval Date: 7/21/2004
Area Commission Review:
Last Revision: 11/19/2024

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other: Area Commission

Policy Description

KEYS TO FACILITIES: It will be the policy of Florence-Darlington Technical College to abide by the following guidelines governing the issuance of and responsibility for keys to College facilities:

PERMANENT FACULTY:

Full-time instructors will be issued keys to their office, classrooms, laboratories, storage areas, and to the building in which these facilities are located by the Physical Facilities Department. Instructors will be responsible for replacing keys should they be lost. Keys should not be loaned to students or unauthorized personnel at any time.

Each instructor should be sure that tool rooms and storage areas are secure at all times. At no time should supply rooms, tool rooms and laboratories be left unattended and unlocked.

CONTINUING EDUCATION DIVISION:

One set of keys to laboratories will be issued to the VP of Workforce & Economic Development to be utilized for workforce training.

STAFF:

Administrative staff members will be issued keys to their appropriate offices.

Note: In the event of a faculty or staff member's leaving the College permanently, keys must be turned in for final clearance from the College.