

# Internal Audit

INTEGRITY, OBJECTIVITY, CONFIDENTIALITY, COMPETENCY

## Key Issues?



FGCU Policy 3.035 is the Lock and Key Policy created for the purpose of maintaining the security of University buildings and their contents. The Physical Plant Director or his designee must approve all locks and keys assignments. All lock and key work shall be performed through the Physical Plant Lock and Key Shop.

Every college and/or department must have an employee who is the designated Key Custodian. The Key Custodian is responsible for managing all key requests and conducting annual key inventories. Key Custodians are appointed by a Dean or Director, in writing, to the Work Management Center and are required to attend an annual meeting.

When requesting keys, you must submit a Key Request Form through the Department Key Custodian. Lost or stolen keys will not be replaced until an incident report has been filed with University Police. A lost or a stolen key must be immediately reported to the University Police Department. A police report must be filed by the department detailing the circumstances of the loss or theft.

There are non-chargeable and chargeable keys that are issued. An original key issued to an employee is not chargeable. However, University colleges/departments are responsible for

the total cost of lock changes and new keys to secure areas compromised by lost and stolen keys. Costs may range from approximately \$90 to in excess of \$4,000.

All keys must be returned to the Key Custodian or Work Management Center before separation from the University or transfer within the University. Keys should not be turned over to any other person. Individuals will be held responsible for all keys issued to them.

Annually, the Work Management Center will provide each Key Custodian with a key inventory list to assist the department in performing an audit of their respective keys. Deans, Directors or their designees will confirm the accuracy of the annual key inventory list for all keys issued within their area. Any discrepancies will be appropriately addressed including departmental responsibility for any associated costs related to missing keys.

Currently, Jennifer Bibb and Megan Barr in the Work Management Center are contacting and providing the various departmental Key Custodians with their annual inventory lists. The Key Custodians should contact the Work Management Center (Ext. 1370) with any inventory questions. Please consult the Lock and Key Policy for further details and clarification.

## Policy and Forms

FGCU Policy 3.035 can be found at [http://www.fgcu.edu/generalcounsel/files/policies/Policy\\_3\\_035\\_Lock\\_Key\\_070312.pdf](http://www.fgcu.edu/generalcounsel/files/policies/Policy_3_035_Lock_Key_070312.pdf)

The **Key Request Form** can be found at <http://admin.fgcu.edu:2000/phyplant/figure%204-6a.html>

The **Key Transfer Form** can be found at <http://admin.fgcu.edu:2000/phyplant/figure%204-6b.html>

## Challenge Question

According to FGCU's Key and Lock Policy 3.035, when a Dean, Director, or designee authorizes key access to a Student, OPS employee, or Adjunct Faculty member, who ultimately assumes responsibility for its use?

- The Student, OPS employee or Adjunct Faculty member
- The Departmental Key Custodian and/or the employee's supervisor
- The Departmental Dean, Director, or designee
- Physical Plant - Work Management Center

Send responses to Jena Valerioti at [majj@fgcu.edu](mailto:majj@fgcu.edu) by Friday, October 18th. Correct responses will be entered into a drawing for **two (2) free meal certificates at SoVi Dining.**

## Internal Audit Staff

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## Resource Links

### FGCU Regulations

<http://www.fgcu.edu/generalcounsel/regulations.asp>

### FGCU Policies

<http://www.fgcu.edu/generalcounsel/policies.asp>

