**Charter**

These responsibilities, whilst must be complied with, do not replace, or supersede previously issued Faculty instruction where issued. Excludes Residential Accommodation sites.

For the purpose of this document, the term ‘key’ refers to the ‘tool’ required to lock and unlock rooms and buildings within the University Estate e.g. metal key, access card, fob.

Responsibilities:

On receiving this document (either via email or on receipt of a key), it is understood and agreed that:

1. University of Leeds staff/students are responsible for the university key(s) issued to them.
2. Keys must be kept safe at all times. This includes both on and off university premises. You must not loan, transfer, give possession of, misuse, modify, duplicate or alter keys owned by the University of Leeds.
3. You must not replace without permission, damage, tamper with or vandalise any university lock or security device
4. You must not be in possession of a key for which you have not been authorised. Keys in the possession of unauthorised individuals will be confiscated.
5. You are not permitted to allow other individuals access through locked doors using your key.
6. Loss or theft of a key should be reported to Security Services immediately (**(0113) 343 5494/5**) in addition to the issuing office or Designated Access Controller within the Faculty/Department/Service.
7. On change of access rights, resignation, retirement, termination of employment/study at the University of Leeds, all held keys must be promptly returned by the individual or manager to the Facilities Directorate Reception Desk (all perimeter keys and centrally administered Faculty & Service keys) and/or the Designated Access Controller (Faculty administered interior keys). If unsure, please contact Security Services.



**Facilities**

**Directorate**

**University**

**of Leeds**

**Personal Responsibilities**

**of**

**Key**

**Ownership**

Replacement Keys

1. Any key which is bent or fractured will be replaced at no charge to the staff member.
2. Where a key has snapped in a lock which necessitates the call-out of a locksmith the cost will be met by the University.
3. Keys/fobs/cards will only be replaced free of charge if:
* the key is broken or card becomes inoperable, but not due to negligence of the owner
* a police crime number can be produced to indicate the key/fob/card was stolen due to a reported theft 4. A charge may be incurred for lost or replacement keys.

Failure to act in accordance with the responsibilities outlined above could result in action being taken against a department or an individual in line with University procedure.

**Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_/\_\_\_/\_\_\_\_\_**