

DAVIDSON-DAVIE COMMUNITY COLLEGE
Administrative
SCHEDULING FACILITIES AND KEYS TO FACILITIES
POLICY 2.2.6

I. Scheduling Facilities

The President is authorized to develop procedures for scheduling College facilities for classroom and laboratory space for instructional purposes and rooms/facilities for non-instructional purposes.

II. Keys to Facilities

The President, Vice Presidents, Maintenance Supervisors and security personnel will be issued master keys for all facilities on the campus. Other employees will be issued keys, as needed, for individual offices, shops, classrooms, storage areas and laboratories.

No keys may be duplicated without prior written permission from the appropriate administrator and the Vice President, Financial & Administrative Services. If an individual loses their key, s/he must immediately report the lost key to appropriate administrator. When an employee is leaving College employment, all keys must be returned in order to complete the employee's exit procedure.

Adopted: October 2020