

Notice: Campus Key Access Process

Our campus is currently transitioning to a new access policy. While many components of this policy are already in use, a formalized version is not expected to be finalized until later this year.

In the interim, Facility Services will implement industry-wide best practices for the distribution, return and tracking of keys to campus users. These practices are designed to ensure consistency, accountability, and security. Effective immediately, we are no longer supporting internal transfers of staff keys. All door keys issued to employees must be returned to facilities upon termination of employment.

Key distribution will follow the process below:

1. **Key requests must be submitted via a Facility Services [work order](#).**
 - Facility Services may contact requester if special circumstances apply.
2. **Facility Services will notify requestors when their key is ready for pick-up.**
 - Keys must be picked up in person at the Work Control Center, Room #143, Maintenance & Materials Building. Contact the Work Control Center at facsv@uwsp.edu or 715-346-4219 to arrange a pickup time.
3. **Key holders will sign an agreement form identifying the key(s) received.**
 - A copy of the signed form will be provided to the key holder.
4. **Key holders must return their keys in-person upon termination of employment.**
 - Keys must be returned in person at the Work Control Center, Room #143, Maintenance & Materials Building. A receipt will be issued for the returned keys.

If your department currently holds unassigned door keys, please return them to the Maintenance and Materials Building room 143 (this excludes any cabinet or desk keys).

This managed approach to key distribution supports the integrity of our access systems. We appreciate your flexibility and support as we implement these processes.