

## **UW-EXTENSION ADMINISTRATIVE POLICY KEY DISTRIBUTION**

For Madison based staff, keys for outside doors and offices doors are distributed by the Building Manager for each building. In most buildings including the Extension Building and Lowell Hall, keys are only issued to employees after a "Key Authorization Form" has been completed and signed by the department chair. These forms are available from the building manager. Once a key has been issued to an employee, it is permanently assigned to that individual and must not be exchanged. Keys must be returned to the building manager when employment is terminated.

UWEX faculty and staff based in the county and area Extension offices and in the facilities of other UW campuses must follow the key distribution policies of the county or campus.