



SAINT JOSEPH CATHOLIC CHURCH
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St. Joseph Church
Facility Management Office
Key & Access Code Control Policy

Jan. 25, 2023

ATTACHMENT 1 – Key & Access Code Request/Return form

This policy provides guidance and procedures for the control of keys to promote the safety and security of St. Joseph Church and its property.

Father Patrick shall assign an individual to be the Designated Key Control person for the parish facilities. In the case of St. Joseph Church, this role will be fulfilled by the Facility Manager (FM).

Responsibilities include:

- a. The FM will administer the key & access code control program by preparing all related forms, issuing, tracking, transferring, deleting access codes, retrieving keys, reporting lost or stolen keys, and performing periodic audits of the key control program.
- b. The FM's shall keep Locksmith Services apprised of permanent key transfers within their respective departments and advise Locksmith Services of any change in the assignment of FM responsibilities.
- c. If the FM assigns keys or access codes on a temporary basis; the issuant is responsible for keys and access code until the key is returned on retrieved by the FM. All temporary keys for use must be kept in a secure location.

Individual Key Holders. Responsibilities include:

- a. Safeguard the keys and access code assigned to them from theft, loss, or unauthorized use. Access code are not to be shared and must be annotated on the Key Request/Return form.
- b. Promptly report theft, loss or unauthorized use of those keys to the FM.
- c. Keys will be issued and access granted for the duration of the need and are required to be returned within 3 business days after the required use period expires. This period will be designated as assigned on the Facility Usage and Indemnity Agreement.
- d. Lost, stolen, or unreturned keys will not be replaced until an internal investigation has been completed.

A \$20.00 service fee will be the individual's responsibility for all lost or damaged keys. This cost will be used for the replacement and stamping of a replacement key

For any additional question or concerns please feel free to contact the St. Joseph Facility Manager at (843) 556-4611.

Vr,
Rev. Patrick O. Eyinla
St. Joseph Parish, Pastor