



ASUB Standard Operating Procedure – 2402

Standard Operating Procedure Synopsis

Title: **REQUEST FOR FACILITY KEYS**

Approval Date: January 26, 2022

Revision Date, if applicable:

Review Date(s): May 11, 2022; May 31, 2023; May 8, 2024; May 21, 2025; May 27, 2026

Annual Review Month: May

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Physical Plant

A. Purpose and Scope

This standard operating procedure outlines the process for employees to request keys for their building, office, classroom, etc.

B. Definitions

VCFA - Vice Chancellor for Finance and Administration

C. Procedures

To request keys:

1. Employees must fill out the facility key request.
2. Employees must sign the request form.
3. The employee's supervisor must sign and approve the request.
4. The key request must be submitted to the following:

- a. On the Beebe campus – Physical Plant office
- b. On the Searcy campus – Campus Operations office
- c. On the Heber Springs campus – Campus Operations office

The key request form is located on SharePoint under Physical Plant.

D. Related Information

[Physical Plant - Key Request Form](#)