

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	809
		Original Date	05/16/1983
	Department: Maintenance	Revised Date	04/17/2015
	Key Policy		

POLICY:

Employees will be accountable for facility keys issued to them.

PROCEDURE:

1. Issuing keys to new employees.
 - A. The supervisor will request keys for new employees from the Maintenance Supervisor. Employees are responsible for the keys issued.
 - B. Staff receiving keys will sign a key log.
 - C. If an employee's key wears out or breaks from normal use, they will be issued new keys.

2. Returning keys when employment has ended.
 - A. All keys are to be given to the Personnel Assistant before leaving employment.
 - B. The Personnel Assistant will return the keys to the Maintenance Supervisor.
 - C. The Maintenance Supervisor will keep key records current as he receives and issues keys.