



Security Matters...

We believe the security and safety of our campus is of the utmost importance. In order to maintain an uncompromised level of security on campus, your Facilities Management Key & Lock Shop works diligently to ensure access to campus areas is documented and controlled, while allowing authorized individuals access when and where needed.

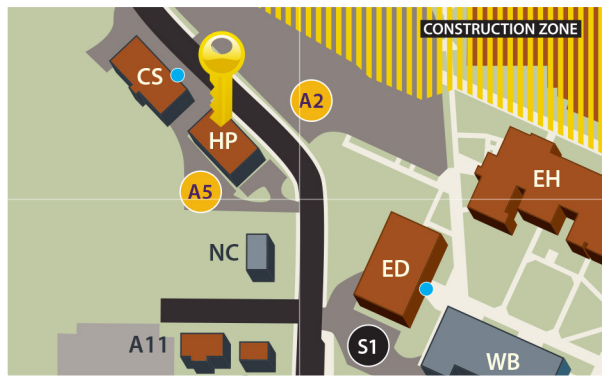
Facilities Management Key & Lock Shop

1402 Edvalson Street, Dept. 2303
Ogden, Utah 84408

Monday - Friday
7:30 AM- Noon & 1 PM-4 PM
Closed Holidays

Phone: 801-626-8042 or 801-626-8095

Email: CardAccess@weber.edu

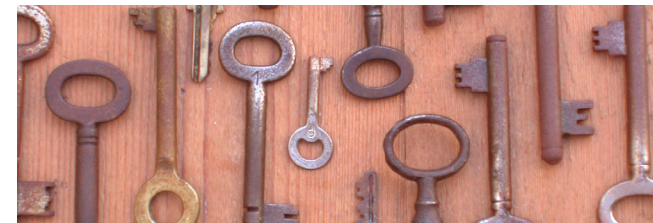


Weber State University's Policy and Procedure Manual for is available online at
www.weber.edu/ppm

Review the Lock and Key Policy (PPM 5-44) to learn more about the issuance, return, and responsibilities related to WSU keys.



WEBER STATE
UNIVERSITY



Lost, Stolen & Unreturned Keys



If your keys are lost or stolen...

Notify the Key & Lock Shop.

Our personnel can assist you by providing information, needed forms, and answer your questions.

We're here to help you.



Complete a Lost or Stolen Key Fee Form.

Forms are available online at weber.edu/fm. We will provide you with information you need, like the type of key that was lost.



File a report with the WSU Police Department.

This report will assist us as we continue to look for the key in the future and track any potential fraudulent use of the missing key.



Keep Looking For Your Key

If you find your lost key, bring it back to us. Any fees incurred for lost/stolen keys will be refunded when your keys are returned.



Frequently Asked Questions

1. Why are there fees for lost keys? When a key is lost or stolen, it presents a loss of security to the university's key & access system that must be addressed. Lost key fees are collected to help offset the costs incurred in re-establishing the security and integrity of this system through a variety of measures, such as rekeying locks.

2. How much will the fees cost? In the event of a lost, stolen or unreturned key, your key deposit is forfeited and a new, \$25 deposit will be required if new or replacement keys are requested. Fees for each key lost vary, ranging from \$25 to \$500 depending on the type of key. *See PPM 5-44 for specific details.*

3. Do I have any other options? If you feel that the circumstances regarding your loss of Facilities Management issued keys were due to circumstances beyond your control, you may appeal the fee amount to the Lost Key Committee for consideration. *Contact the Key & Lock Shop for instructions on how to file an appeal.*