

University Issued Key Procedures

The Offices of Facilities Maintenance and Operations in collaboration with University Police developed a new procedure for the issuance and return of university keys.

Key Issuance Procedure:

Issuance of all requested university keys will be completed by submitting a key request/work order via [Asset Essentials](#). The work order must provide the individual names and specific key access needs for each key requested. After submission of the work order request; and the request evaluated, the following message for key pick-up will be forwarded via email to the requester from facilities-maintenance@iup.edu:

"Your recent Key Request/Work Order has been filled and can now be picked up and signed for at the University Police Department dispatch desk located in the main University Police lobby entrance at the Robertshaw Building, 650 South 13th Street. Your keys will be available for pickup between the hours of 6:00 AM and 10:00 PM for seven days following receipt of this email. If keys are not picked up within seven days, a new Key Request/Work Order will need to be entered. Please note, keys must be picked up and signed for with proof of identification by the individual who is being issued the keys."

Key Return Procedure:

All University issued keys relating to campus moves or separations of employment must not be retained by departmental offices and need to be returned to the Facilities Maintenance & Operations Department.

All returned keys can be dropped off at the University Police Department dispatch desk located in the main University Police lobby entrance at the Robertshaw Building, 650 South 13th Street between the hours of 6:00am and 10:00pm.

If you have any questions, please email facilities-maintenance@iup.edu or call 724-357-2710.

Thank you for your attention to this matter.