
PADLOCK SYSTEM POLICY

Category: Facilities

Responsible Office: University Facilities

Responsible Executive: Executive Vice President University Support Services

Date Established: 03/05/04

Date Last Revised: 03/05/09

Date Posted to Library: 06/03/09

This policy has not yet been vetted or formatted as part of the [policy review project](#), however, all requirements of the policy are current and in force.

Summary

To establish and implement an effective padlock management policy, provide legitimate access to authorized users and establish a padlock removal policy guideline.

Policy

POLICY STATEMENT

Authorizes Padlocks

- All areas and establishments secured with padlocks shall remain the responsibility of the person in charge of the area. These areas include but are not limited to lockers, interior caged storage areas, file cabinets, etc. The university retains the right to access these non-restricted control areas and examine the contents upon request.
- The university will not allow the installation of any locking devices which do not conform to the approved standard. The approved standard is a “Safety First” padlock produced by American Lock or Best. All other locking devices are not allowed and shall be removed. Locks which are removed shall not be returned nor will claims for reimbursement of cost be considered.

Policy for Request and Removal of a Padlock

- It is the department’s responsibility to determine when a padlock is to be removed from its source.
- Personnel who require access to the padlocked areas in academic units must place a request through Customer Service (645-2025) for a Physical Plant tradesman (locksmith) to remove a padlock. For Residential areas, please call 645-2300 for assistance.
- The requester or a designee must be present at the time of padlock removal.
- Prior notification to the owner of the padlocked area is the sole responsibility of the department.
- Facilities will not be responsible for content removal, inventory, or disposal of any articles inside the source. This is the sole responsibility of the department.

APPLICABILITY

The policy applies to all campus locations that require the use of a padlock to secure property.

Contact Information

University Facilities
120 John Beane Center
645-2028
custserv@buffalo.edu

Related Information

Other Documents:

Lock/Key Request Form

<http://www.facilities-buffalo.org/Home/Forms/FacilitiesOperations/LockChangeandKeyRequestForm>