Key Control Policy for the Undergraduate Houses
August 2014

This summary provides an overview of the Key Control Policy for Undergraduate Houses. The Director of Housing Operations is responsible for proper implementation of the policy.

UPDATE: Prior to July 1 of each year, this policy will be reviewed by the Director of Housing Operations for relevance and validity.

CONTENT: At a minimum the following sections will be addressed within each Residence Hall Key Control Policy:

1. Authorized Key Control Personnel
2. Lock-Out Procedure and Lockout Key Sign-Out Policy
3. Key Request Policy
4. Key Sign-Out Log
5. Audits
6. Stolen Keys
7. Lost Keys

Authorized Key Control Personnel: The Department of Residential Life and Dining is responsible for key control in all undergraduate and graduate residence halls. Each Residence Hall House Manager oversees the control of building keys and is responsible for approving all key and lock replacements.

Lock-Out Procedure and Lockout Key Sign-Out Policy: If a resident is locked out of their room, they should go to the front desk and sign out the lockout key. Students are required to show a valid MIT ID. If they cannot produce an identification card, the front desk personnel shall verify the resident’s identity via their yellow card and by asking informational questions. Under no circumstance shall a room key be given to anyone but the resident of that specific room.

If there is no lockout key available, residents should notify their House Manager or Area Director between the hours of 8:00 am - 4:00 pm. If students cannot reach their House Manager or Area Director during the day, or if it is between the hours of 4:00 pm and 8:00 am, they should contact (617) 253-1500 and ask for Housing Unit 12.

Residents are required to return the lockout key within 30 minutes of key sign-out. If the lockout key is not returned within 30 minutes, the resident may be fined ($30).

All students must return their residence hall keys before departing MIT at the end of the academic year, at the end of residency, or at the request of the House Manager. Failure to return keys will result in a $150 lock replacement fee.
Key Sign-Out Log: A Key Sign-Out Log will be maintained daily at each Front Desk within the residence halls. The log shall be audited daily at the end of each shift to ensure all lockout keys have been returned and there are no discrepancies with the Key Inventory Log. The Key Sign-Out Log will be archived at the end of each term and kept for a minimum of two years.

Audits: The Key Sign-Out Log must be audited at the end of each shift to ensure that all outstanding keys have been accounted for or returned. All pertinent information shall be passed on to the next shift. Any outstanding issues must be reported to the Director of Housing Operations or his/her designee.

All Key Inventory Logs will be audited by the Director of Housing Operations or his/her designee at the end of the fall and spring semesters, and at the close of summer conference housing.

Lost or Stolen Keys: All lost, stolen or presumed-stolen keys must be reported immediately to the House Manager or Area Director. At that time, all locks accessible by that key are to be rekeyed immediately. Residents will be provided a new key with no additional charge once. After the first request, the resident may be assessed a $150 lock replacement fee.