



College of
Engineering
Department of
Mechanical & Industrial Engineering

Date: September 12, 2018

From: Dimitris E. Nikitopoulos
Chair, Department of Mechanical & Industrial Engineering

To: Students and non-permanent staff

Re: Refundable Office and Laboratory Key Deposit Policy for ERAD

The Department of Mechanical & Industrial Engineering has a \$100 *refundable* office and laboratory key deposit policy relative to the issuance of office and laboratory keys to eligible individuals including, but not limited to, students, post-doctoral fellows, research associates, and visiting faculty as approved by, and at the discretion of, the Department Chair. The Department formulated this policy based upon the successes and limitations of its previous refundable key and current toolbox key deposit policies, as well as the refundable key deposit policies of other departments in the College of Engineering. This policy does not apply to tenured/Tenure-track faculty and permanent Departmental staff members.

All eligible individuals who want to be issued keys to MIE offices or laboratories in the Engineering Research Annex (ERAD) building will be issued key(s) according to the following protocol to be adhered to by all eligible perspective key recipients.

Set-Up Protocol

1. Eligible individuals requesting a key, or keys, submit the MIE Key Request Form (attached) to the Departmental Laboratory Manager, or a designee as specified by the Department Chair, hereafter referred to as the "LM".
2. The LM uses the TIS Application in Mainframe and a TRX Code to add the \$100 refundable key deposit to the eligible individual's Billing Statement. This deposit is for up to two keys and if more keys are to be received an additional \$100 deposit will be required.
3. The eligible individual pays the deposit at the Bursar's Office and brings a printed receipt to the LM.
4. The eligible individual receives the key(s) from the LM

Key Check-Out/Check-In Protocol and Rules

1. Key-holders must never allow anyone to borrow the key(s) entrusted to them. A single documented violation of this directive will result in a warning, and a subsequent violation will result in forfeiture of the key deposit and may result in loss of privilege to hold keys.
2. If any key that is assigned to an individual is declared lost by the LM, or the Department Chair, the deposit of the offender becomes *non-refundable* and defaults to the Department to offset the expenses incurred in rekeying all of the appropriate doors. Key-holders who have been found in violation of 1. above more than once or have declared their key lost will forfeit their deposit and have their privilege to hold keys revoked. They will have to repeat the process of application, approval and key issue including the remittance of a new deposit, should they desire to regain the key-holding privilege.
3. Key-holders must never use their key(s) to enter rooms for which they have not been approved per the MIE Key Access Request Form, and if they do so they will risk facing legal consequences associated with breaking and entering.

Protocol to Refund Key Deposits to the Key-Holder upon Leaving the University

1. The key-holder contacts the LM in order to begin the refunding process.
2. The LM uses the TIS Application in the Mainframe and a TRX Code to send the \$100 refunded key deposit to the key-holder's Billing Statement.

Department of Mechanical & Industrial Engineering (MIE)
Key Request Form for ERAD

I hereby request key(s) to access Room (s)

of the Engineering Research Annex (ERAD).

I understand that that if the key(s) entrusted to me is(are) declared lost or stolen by the LM, or the MIE Department Chair, my deposit will be forfeit (i.e. becomes *non-refundable*) and defaults to the Department to offset the expenses incurred in rekeying all of the appropriate doors.

I understand that I must never allow anyone to borrow any of the key(s) issued to me through the present request form.

I understand that a single documented violation of the above directive will result in a warning, and a subsequent violation will result in forfeiture of my key deposit and may result in loss of my privilege to hold keys.

I understand that, if I lose my key-holding privilege I will have to repeat the process of application, approval and key issue including the remittance of a new deposit, should I desire to regain the key-holding privilege.

I understand that I must never use my key(s) to enter a room that is not aforementioned in this key request form, and if I do so, I risk facing legal consequences associated with breaking and entering.

I understand that upon termination of employment in the MIE Department or before graduation, whichever applies or occurs first, I will need to contact the MIE Department to return the key(s) entrusted to me and request the refund of my deposit. Failure to do so for more than six months after I am no longer associated with the MIE Department will result in forfeiture of my deposit.

Signature: _____ Date: _____

Printed Name _____ LSU ID #: ____-____-_____

myLSU Username: _____

As the Faculty Supervisor of the individual specified above, I hereby grant authorization to this individual to access the Room(s) of ERAD indicated at the top of this form.

Faculty Supervisor Signature: _____ Date: _____

Faculty Supervisor Name: _____