

Key/Door Code Risk Management Procedures for UUCA

Employees will be given a key to the UUCA facility and if appropriate to designated office space. Congregational leaders will only be given a key to the UUCA facility if the or designee determines a key would be necessary to access the facility or rooms/closets within the facility. The Administrator will keep a record of those who are in possession of key(s). Keys should be returned as soon as possible. Employees are required to return their keys upon terminating employment. Congregational Leaders and Members needing access to the building when the office is closed or when there is not a Building Attendant in the building, will be given the door code in lieu of a key.

Currently, there are three codes --- one for staff, one for members and one for one-time/non-member users of the facility, (GATS or rentals). The Administrator will oversee regular changing of the codes and will communicate that a change has been made to the congregation and others needing the information.