

ASTON PRESTON HALL OF RESIDENCE

PROCEDURES REGARDING MISSING/LOSS KEY

Students are asked to safeguard their keys at all times. A lost or stolen key poses a security risk. Students are encouraged never to attach their room number to their key.

1. Where a key has been lost or misplaced by a student, report must immediately be made to the Operation Supervisor's Office.
2. Where a student is locked out of his/her room due to loss of key or having left key inside room and the room has subsequently been locked by his/her roommate, the Operation Supervisor or his/her nominee will assign the student a replacement key to open the door.
3. The student must return the replacement key immediately after opening room. In some cases, the Operation Supervisor or his/her nominee will accompany student to his/her room to open door.
4. The student who has lost his/her key will be asked to make a payment of J\$600 for a replacement.