

KEYS

(Ordering of Keys for College Facilities)

GENERAL INFORMATION

Requests for any key SHOULD BE MADE AT LEAST ONE (1) WEEK BEFORE THE KEY IS ACTUALLY NEEDED. (Please do not wait until the first day of class to order keys and expect them to be ready on the same day.)

The "Key Information" forms are available on the public (P) drive. ALL REQUESTS FOR KEYS MUST BE SIGNED BY THE DIVISION DIRECTOR / DEAN.

Keys that are lost or stolen MUST BE REPORTED to the Campus Security Office. A "Lost or Stolen Keys Report" form must be completed before replacement keys can be issued.

MAILBOX KEYS

Full-time and part-time instructors may obtain their mailbox key from the switchboard operator/mailroom attendant. Lost mailbox keys should be reported to the switchboard operator/mailroom attendant. Upon receipt of payment, replacement mailbox keys may be issued by the switchboard operator/mailroom attendant.

ROOM OR ELEVATOR KEYS

If an instructor is going to use a classroom in another area, they must get authorization from their division dean and the division dean of the other area. This key issue should be only temporary, for the semester or activities at such area, they must return the key or keys to the division area that the key belongs. Upon return of the key to the division office, the key will be forwarded to the locksmith.

Elevator keys are restricted to faculty or staff member working in the Library. Elevator keys "that call the elevator or allow individual floor access" are restricted to faculty and staff members working in the Library. If a faculty or staff members needs an elevator key, IT MUST BE AUTHORIZED BY THEIR DIVISION DEAN AND THE DEAN OF THE LIBRARY.

LOST KEYS

Loss of keys shall be reported to the Campus Security Office. A "Lost or Stolen Keys Report" must be completed and a copy forwarded to the Facilities Services Locksmith Department. Upon approval of the appropriate Division Director or Dean and the payment of the proper fee, a replacement key may be issued.

RETURN OF KEYS

The division dean is responsible for all keys issued through their division and has the responsibility to see that all keys returned are delivered to the College locksmith or other representative appointed by the Director of Facilities Services.

Verification of any key(s) issued or returned will be completed by the College locksmith or other representative appointed by the Director of Facilities Services.