

Step 1: Identification - Enter information of the individual receiving key(s) / access credential(s)

Chancellor's Office
 Cañada College
 College of San Mateo
 Skyline College

_____ Last Name
 _____ First Name
 _____ MI
 _____ G#
 _____ Date

_____ Division/Department/Organization
 _____ Email
 _____ Telephone

Check one: 1 Permanent
 2 Adjunct
 3 Short-Term
 4 Contracted
 5 External Group
 6 Student Assistant
 Term End Date _____

Step 2: Request Type - Enter the type of request

(Check all that apply) Relocation
 New Key
 New Card
 Lost Key**
 Lost Card**
 Modify Access
 Damaged



Step 3: Building Access - List Building and Rooms Requiring Access

		Facilities Use Only	
Building	Room No. / Space / Area / Description	Key Type	Key/Card Serial Number

ADDITIONAL INFORMATION/COMMENTS:

NOTE: For buildings with electronic access control, an ID Badge will be required to access some interior doors. The badge can also provide access to perimeter doors before and after the regular building schedule hours. Any access that is requested to be assigned must be submitted on an approved Key Request Form.

****Step 4: Replacement / Lost Key(s)/ Card - Complete this section**

_____ Last Date of Possession
 Details: _____

Step 5: Signatures

EMPLOYEE SIGNATURE: My signature below indicates that I have read and understand the attached Key and Lock Procedures. I understand the District's keys SHALL NOT be loaned, duplicated or transferred. I also understand that in accordance with California Penal Code Section 469, the duplication of keys or attempt to duplicate keys without authorization is a misdemeanor.

_____ Signature of Employee _____ Date

_____ Immediate Supervisor (Signature) _____ Printed Name/Title _____ Date

_____ College Vice-President/President (Printed Name/Signature)* _____ Printed Name/Title _____ Date

*(Required for Master Access/Master Key approval only)

Recipient will be notified via email when key(s) and/or card is ready for pick up.

Procedure for District Key Issuance:
 1. This Key Request Form must be completed and photo must be taken before any keys or badge are issued.
 2. All key requests must have all required Approval Signatures.
 3. Master Access/Master Keys require College Cabinet approval.
 4. Key(s) will only be issued to the individual whose name is on the key request form. Keys shall not be loaned to others or duplicated at anytime.
 5. Key(s) will be available for pickup at the Office of the Department of Public Safety for the College that the key(s) are issued for. Valid photo ID must be presented in order to receive key(s).

Use of Keys:
 District keys shall not be loaned or duplicated. California Penal Code 469 states: *Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, causes to be duplicated, or use, or has in his/her possession any key to a building or other areas owned, operated or controlled by the State of California, any state agency, board or commission, a county, city or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.*

District key(s) are issued for the sole purpose of accessing those building areas which are necessary in order to perform the individual's assigned duties/work. Use of such keys shall be strictly limited to the building areas and timeframes directly associated with performing the individual's assigned duties/work.

All keys and locks issued by the District remain the property of the District and can be recalled at any time.

Return of Keys:
 All District keys and badge must be returned to the Public Safety Office on any campus upon departure of employee or completion of assigned work by Construction and Service Company Personnel. Items must be placed in a sealed envelope with the name of the returnee written clearly on the front.

For Employees Only: The District reserves the right to withhold a paycheck if keys and/or badge are not returned upon departure of the employee. Departures of employees include but are not limited to:
 1. Retirement, Resignation, Relocation, Termination
 2. Leaves of absence that are anticipated to exceed 90 days.

Keys for Construction and Service Company Personnel:
 All construction company and service company personnel must have the approval of a Facilities Manager or the Director of Facilities Maintenance & Operations to obtain a key.

Student Use of Keys:
 Under special circumstances and only when absolutely required, students may be assigned keys or given access to College facilities with approval of a full-time faculty or manager, the appropriate Dean, Vice President, and the Campus Facilities Manager.

Lost or Stolen Keys:
 Lost or stolen keys must be reported immediately to the Public Safety Office or the Campus Facilities Department.
 Costs for replacement of lost or stolen keys and re-keying of locks may be charged to the employee or the Division in which the employee works.

CONFIRMATION OF RECEIPT OF KEYS AND/OR CREDENTIAL:

_____ Signature of Employee _____ Date

_____ Printed Name _____ Effective 01.02.2018