

	<h2>Keys</h2> <p style="text-align: right;">Adopted 9/82 Revised 11/94, 6/98 March 2006</p>		
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1.0 Keys Objective and Responsibilities

- 1.1 The key custodian shall be the safety/security supervisor or his/her designee.
- 1.2 Upon payment of \$5.00 per key deposit to the cashier, a receipt and a key request form will be issued.
- 1.3 The key request must be completed by the employee and signed by the dean or supervisor.
- 1.4 Each request requires the following authorization:
 - 1.4.1 Counselors - Vice President for Student Services
 - 1.4.2 Classified personnel - Vice President for Administration
 - 1.4.3 Instructor - appropriate Dean
- 1.5 The completed key request and the white copy of the key deposit receipt are taken to the security office where the key will be issued.
- 1.6 Contact the safety/security supervisor for temporary key check-out.
- 1.7 Building master keys will be issued only to directors, associate deans, their secretaries, and/or maintenance or custodial personnel. A master key deposit is \$25.00 and requires the approval of the Vice President for Administration.
- 1.8 Loss or theft of a college key must be reported to the safety/security supervisor immediately.
- 1.9 Duplication of any college key is prohibited.
- 1.10 Transfer of any college key is prohibited.
- 1.11 Each employee is responsible for the securing of areas to which he/she has access outside normal duty hours.
- 1.12 Failure to comply with the above regulations may result in temporary suspension without pay or other disciplinary measures as determined by the President of the College.