



**San Mateo County Community College District
FACILITIES PLANNING & OPERATIONS DEPARTMENT**

KEY REQUEST FORM

CHANCELLOR'S OFFICE

CAÑADA

CSM

SKYLINE

Name: _____ Telephone Number: _____

Division/Department: _____ Bldg/Room Number: _____

In order to perform my duties, I need to have keys to the following buildings and rooms:

CAMPUS	BUILDING NUMBER(S)	ROOM NUMBER(S)	KEY NUMBER(S)	MASTER KEY*

NOTE: For buildings with electronic access controls, a proximity card or fob will be required to access certain interior doors. The device will also be programmed to provide access to perimeter doors before and after regularly scheduled building usage hours. Please indicate your device preference below:

Proximity Card

Fob

EMPLOYEE SIGNATURE:

My signature below indicates that I have read and understand the attached Key and Lock Procedures. I understand that the District's keys shall not be loaned or duplicated. 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 _____

APPROVAL SIGNATURES:

Immediate Supervisor (Printed Name / Signature)	Date
Department Director or Division Dean (Printed Name / Signature)	Date
College Vice-President or President (Printed Name / Signature) (Master Key Requests Only)	Date
Campus Facilities Manager (Printed Name / Signature)	Date

CONFIRMATION OF RECEIPT:

Signature of Employee	Date Received
Received from (Print Name and Sign)	Date Entered in Database

CONFIRMATION OF RETURN:

Signature of Employee	Date Received
Received from (Print Name and Sign)	Date Entered in Database

Procedure for District Key Issuance:

1. This Key Request Form must be completed before any keys will be issued.
2. All key requests must have all required Approval Signatures.
3. 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.
4. Key(s) will be available for pickup at the College Facilities Office for Skyline and Cañada College and at the Security Office for College of San Mateo. Valid photo ID must be presented prior to key release.

Use of Keys:

College 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.*

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 must be returned to the College Facilities Offices upon departure of employee.

The Payroll Office will check with the Facilities Offices to make sure that all keys have been returned before the individual's final paycheck is distributed. Departures of employees include but are not limited to:

1. Termination/Resignation
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 Supervisor of Campus Facilities or the Director of Facilities Maintenance and Operations to obtain a key.

Student Use of Keys:

Keys will not be issued to students. Under special circumstances and only when absolutely required, however, students may be given access to College facilities with approval of a full-time faculty or manager, the appropriate Dean, Vice President, and the Supervisor of Campus Facilities.

Lost or Stolen Keys:

Lost or stolen keys must be reported immediately to Campus Security, as well as the Supervisor of Campus Facilities.

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.