

PROCEDURE FACILITIES SERVICES KEY ISSUE

Key Issuance

1. A key requestor must be a University employee approved as a representative of a University program or department, or a member of an organization performing a service for the University.
2. The key requestor must fill out the Key Request form in its entirety. A copy of this form can be found [here](#). The Key Request form must be signed by the dean, department head, director or vice president of the requestor's program or department. The form must also have the chart string or funding source of the program or department. A non-refundable charge of ten (10) dollars per requested key will be charged to the identified funding source.

If the key requestor is NOT an employee of the University, then this request must first be approved by the Associate Vice President for Facilities Services, after which the key requestor shall make a payment of ten (10) dollars per requested key to the University Student Financial Services Center and present the receipt with the Key Request form as proof of payment.

3. Once the form is complete, it should be presented to the Customer Service Center in person by the requestor. A key will not be issued to a surrogate or representative of the requestor. The requestor should also be able to verify his or her identity by producing the following:
 - For University employees and students - Sacramento State ID or One Card
 - For members of service organizations - a valid State of California driver's license
4. By accepting a key, the requestor becomes a key holder and accepts full liability for replacement cost and subsequent costs for re-keying as applicable.
5. By approving an individual as a key holder for the entity, the program or department acknowledges and accepts full liability for the cost of replacing a key and any other additional cost incurred therein.

Key Return

1. The department authorizing the key request is responsible for the return and/or the ensuing costs of keys not returned due to illness, death or administrative separation from employment.
2. Unused keys and keys received that were not issued to the key holder by the Customer Service Center should also be returned.

Safeguarding of Keys

By accepting the responsibility of an issued key, it is understood that keys shall not be loaned or duplicated and shall be properly safeguarded at all times. Any unauthorized

duplication of any University key is a violation of the California Penal Code section 469 and is punishable with a fine and/or imprisonment.

Lost Keys

The loss of a key must be reported immediately to the Customer Service Center. The lost key is the responsibility of the key holder and will be replaced at the cost of the key holder's program or department. Failure to report the loss of a key could lead to the program or department being held solely responsible for any costs arising from resulting losses, damages or destruction. Any key that is found after being reported lost must be returned to the Customer Service Center.

Key Replacement

Programs and departments will be held responsible for any costs that arise from key replacement and re-keying structures and will be billed accordingly.

Below is the cost of replacing a key:

- Electronic Velocity key \$25
- Exterior door hard key \$50
- Interior door hard key \$50
- Electronic Tek key \$50
- Access Card key \$50
- Building master key the cost of re-keying an entire building
- Grand master key the cost of re-keying multiple buildings

Defective, broken or worn keys will be replaced at no charge to the program or department.

Re-keying and New Lock Installation

Facilities Services has the responsibility for security keying and lock installation. All security and lock installations shall be approved and supervised by Facilities Services.□

University Policy Manual: Facilities Services, Key Issue