Key Issue Requests

Facilities Management Key Issue - Policy and Procedure

Key Issuance

1. A key requestor must be a OneCard holder or a member of an organization performing a service approved by the University.

2. A key request form must be completed online by the requester. **Facilities Management will not accept any handwritten forms.** Once the form is complete, it should be presented to the Facilities 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:
    a. For University faculty, staff and students - Sacramento State ID or One Card
    b. For all others - a valid State of California driver's license or a valid California identification card

3. The key requestor must fill out the Key Request form in its entirety. The Key Request form must be signed by an authorized representative of the key requestor's program or department. Programs and departments shall ensure that they have maintained a current record of approval signatures from their authorized representatives with Facilities Management. If the key requestor is NOT a member of the campus community, then this request must be authorized by the appropriate Facilities Management representative(s).

    Please note that no key requestor can approve his or her own key request. It must be approved by the employee's authorized supervisor. The form must also have the chart string or funding source of the Key Holder's program or department

4. There will be no charge for receiving a key. However, there will be a charge if the key is not returned to Facilities Management upon the required expiration date. Keys issued to students, part-time faculty, and commercial entities must have an expiration date. Keys issued to full-time faculty and staff shall, at the minimum, expire upon separation from the program, department, or University.

5. If key requested is a Master Key, Sub-Master Key or Gate Access credential, signature approval from the appropriate dean or vice-president with authority over the designated space is mandatory (in addition to obtaining the approving official's signature). These keys are also subject to approval by the appropriate Facilities Management representative(s).

6. By accepting a key, the requestor becomes a Key Holder and accepts full responsibility for controlling the use of the key as outlined under **Safeguarding of Keys**.

7. All keys, fobs, and access credentials remain the property of California State University, Sacramento, and must be surrendered to Facilities Management when requested. Failure to return a requested key within one (1) business day will result in a key being declared lost, invoking procedures necessary to maintain campus security.

8. Each Key Holder will only be granted one (1) copy of any University key.

9. By approving an individual as a Key Holder, the program, department, or commercial entity acknowledges and accepts full liability for the cost of replacing a lost key and all associated costs incurred therein.

Key Return

- The program, department, or commercial entity authorizing the key request is responsible for the return and/or the ensuing costs of keys, fobs and/or access credentials not returned by the expiration date, or when requested.
- Keys found to be unnecessary and keys incorrectly issued to the Key Holder by the Customer Service Center shall also be immediately returned.

Safeguarding Of Keys

- By accepting an issued key, it is understood that keys shall not be loaned or duplicated and shall be properly safeguarded at all times.
- **Unauthorized duplication of any University key is a violation of the State of California Penal Code section 469 and is punishable by a fine and/or imprisonment**.

Lost Keys

- The loss of any key must be reported immediately to Facilities Management (Ext 86242). The lost key is the responsibility of the Key Holder; any costs associated with the replacement are restoration of campus security will be borne by the Key Holder's program, department, or commercial entity.
- Failure to report the loss of a key will lead to the program, department, or commercial entity being held solely responsible for any costs arising from associated losses, damages or destruction. Any key that is found after being reported lost must be returned to the Facilities Customer Service Center.

- In order to maintain campus security, lost keys require that the area(s) they accessed be re-keyed to preserve the safety and security of our campus community.
  For keys that are lost the following costs will be billed to the appropriate party:
    - Change Key: the cost of re-keying the affected door(s)
    - Sub Master Key: The cost of re-keying the affected area
    - Building Master Key: The cost of re-keying the affected area
    - Grand Master Key: The cost of re-keying all affected buildings

Key Replacement

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

The cost of replacing a key will be billed as follows:

- Electronic Access Fob or Credential: **$25**
- Exterior Door Hard Key: **$50**
- Interior Door Hard Key: **$50**
- Electronic Tek Key: **$50**

Defective, broken or worn keys will be replaced at no charge to the program or department when the old key is returned to Facilities Management.

Keying, Access Control, and New Lock Installation

Facilities Management has the responsibility for security keying, access control, and lock installation at California State University, Sacramento. All campus access control, keying, and lock installations shall be approved and supervised by Facilities Management.

Faculty/Staff Key Request

Fill in the requested information, print and obtain authorized approving official's signature. The form must be completed on your computer, HAND WRITTEN FORMS WILL NOT BE ACCEPTED. Bring the signed form and your OneCard to Facilities Management. Facilities Management is open Monday thru Friday 8:00 a.m. - 4:00 p.m.

Requester Name*

Employee ID* | | | | | | | | | | (Not Social Security)

Department*

Dept Speedtype*

Key(s) Requested*

Building	Room#	Type of Key	Expiration Date	Until Separation	Initial after key is received

Requester has read and agreed to the University key policy & procedure*

- If the key(s) requested are for a temporary issuance, include an Expiration Date.
- If the key(s) requested are to be held until Keyholder separates from the University or moves Departments, leave the Expiration Date field blank and check the Until Separation box.

Email of Approving Official*

Name of Approving Official*

Approving Official has read and agreed to the University key policy & procedure*

Signature of Approving Official* _____ Date _____

If key requested is a Master Key, Submaster Key or Gate Access Card, signature approval from Dean or Vice-President with authority over the designated space is mandatory (in addition to obtaining the approving official's signature). These keys are also subject to Facilities Management approval.

Name of Dean/Vice-President

Dean/Vice-President has read and agreed to the University key policy & procedure*

Signature of Dean/Vice-President _____ Date _____

For internal Facilities Management use only

Signature of Facilities Director _____ Date _____

Signature of Facilities Management AVP _____ Date _____

*Required Fields