

**Mt. San Jacinto Community College District
Facilities Management Key Request
Authorization Form**

Check One

- Full-time Faculty
- Associate Faculty
- Full-time Staff
- Part-time Staff
- Other
- Contractor/Vendor
- Volunteer

**Routing: Please send all completed requests to:
accesscontrol@msjc.edu and follow Key
instructions for PDF Routing/Locations.**

District Employee No. : _____

Name:

_____ Last

_____ First

_____ M.I.

Extension:		Department:	
		Email:	
Authorizing Signature – Supervisor/Director/Area Dean:			
Authorizing Signature – Director Campus Safety			
Authorizing Signature – Division Vice President:			
Authorizing Signature – Human Resources Vice President:			
Authorizing Signature - Employee Signature			

Key ID	Campus	Bldg No.	Room No.	Issue Date	Employee Signature	Return Date	Direct Supervisor Signature for Returned Keys

For Office Use Only

1. ID Verification
2. Copy of AP 6701 Key Control Policy received & reviewed:
3. Entered into CMMS:

Sign off:

*As required by AP 6701 Key Control Policy



AP 6701 Key Control

Approving Authority for Keys and Access Control Cards

District policy is to issue keys for its facilities only to authorized District faculty and staff members based on a rationale of need and not solely as a matter of convenience. The need for keys must be balanced by an equally critical concern for the security and integrity of the facilities and their contents.

Whenever possible, individual door keys (change keys) are issued. Grand Master or Building Master keys are not issued with the exception of selected administrators and other individuals who have demonstrated a justifiable need for these keys.

Issuance of Grand Master keys requires the approval of the Vice President of Business Services and the applicable division Vice President. Requests for these keys must be accompanied by a statement of justification. Distribution of these keys will be limited to appropriate administrative and staff personnel. Grand master keys will not be issued to faculty, staff or others not having essential needs associated with the campus wide access provided by this key. Business Services will review with the appropriate administrator the holders of grand master keys on a regular basis to determine whether the need for possession continues for each individual.

Issuance of Building Master keys requires the approval of the Vice President of Business Services, the applicable division Vice President and the applicable division Dean. Requests for these keys must be accompanied by a statement of justification. Distribution of these keys will be limited to appropriate administrative and staff personnel. These keys will not normally be issued to faculty, clerical staff or other not having essential needs associated with the building wide access provided by this key.

Issuance of Individual door keys (change keys) requires the approval of the responsible Dean or other appropriate administrator.

Individuals are limited to one key per room or area. The exchanging or lending of keys between individuals is prohibited.

A completed key authorization form, signed and approved as required, along with all required justifications must be submitted to Facilities.

No person shall possess an unauthorized key to property owned by MSJC. No person shall duplicate any key to property owned by MSJC. Violation of these procedures shall constitute a misdemeanor, as described in the California Penal Code § 469.

Vendor and Contractor Keys

Vendors and contractors needing access to portions of District property are only issued keys through Facilities. Vendors and contractors are required to post a refundable deposit for each key issued. Vendors and contractors are required to sign an agreement to pay all re-keying costs for areas affected by lost or non-returned keys.

Lost or Stolen Keys

Lost or stolen keys must be reported to Facilities immediately upon discovery of the loss or theft. A statement of how the keys were lost must be completed on the Lost or Stolen Key form and forwarded to the MSJC Police Department for investigation.

Individuals who are issued District keys are responsible for their safekeeping. Replacement keys are issued only after submission of a new, completed Key Request Form to Facilities and after payment of lost / stolen key fees by the individual responsible for the safekeeping of the keys. Should re-keying of rooms / areas be necessary due to the lost or stolen key(s), the cost for such re-keying must be paid by the requesting department.

Charges for lost or stolen keys are set by Facilities and approved by the Vice President of Business Services. Charges are reviewed annually for adequacy and adjusted as deemed necessary. Refer to Business Services Operations Manual for fee schedule.

Miscellaneous Requirements and Prohibitions

All keys remain the property of the District. Obsolete or unneeded keys must be returned to Facilities to clear the account of the person to whom they were assigned, as well as to cancel liability of the authorizing department.

Separating faculty or staff must return all keys and / or pay all fines for lost / stolen keys. Upon termination of an employee authorized to hold a key, the key is returned immediately to Human Resources or Facilities. Departments waiving this procedure will be held responsible for keys not returned along with any costs associated with re-keying.

Departments will be held liable for keys not returned by auxiliary staff, volunteer faculty / staff and coaches.

Request to remove locks from the grand master key must be submitted to Facilities and must be signed by the appropriate Division administrator. The request to remove the area from the Grand Master will be reviewed by Facilities and District Police and a determination will be made as to appropriateness of request. The removal of a room or area from the Grand Master will result in the elimination of custodial services and will prohibit District Police and Facilities staff from responding during an emergency.

Requests for Re-keying

When circumstances warrant, departments may request re-keying of locks. These requests may arise from new access needs, lost keys, change of personnel, or other conditions. Requests for re-keying should be submitted to Facilities via a service request. All requests are reviewed to determine the appropriate action to be taken. Requests for re-keying are not considered routine maintenance, and departments requesting re-keying are charged for this service.