CLASSROOM KEYS

Key Requests

Key issuance is the responsibility of the Campus Police & Public Safety Department. Key control is a major part of the College's security measures. Keeping this level of security requires some inconvenience and, in some cases, a cost.

Keys are issued only to those employees who need to access certain areas on a regular basis. Keys are not issued to part-time student employees or students.

Keys are not to be loaned or given to anyone without the employee's first obtaining permission from the College Police. Missing keys must be reported immediately to the College Police. Broken keys will be replaced. No duplication of keys is authorized.

A lost key or a key not retrieved from an employee who is separating from employment may require the replacement of all the locks associated with that particular kind of key. This cost will be assessed to the person or department responsible for the key.

An Access Card/Key Request Form (page will open in a new window above this one) must be completed before a key is issued. The contents of the form will be sent to the appropriate campus departments for processing and recordkeeping. Please allow reasonable time for processing of your request. Key requests require a minimum of 24 hours notice. Questions should be directed to the public safety department at extension 6632.