

## KEY REQUEST FORM

LAST NAME	FIRST NAME	A#
DEPARTMENT / AREA	PHONE # / EXTENSION	POSITION

LOCATION / BUILDING NAME	ROOM NUMBER(S)	KEY #

Alarm – Building (Dental or Welding)	Alarm Code Assigned

### Procedure for Requesting Keys

1. The employee requesting a key must complete the “Key Request Form” and obtain all appropriate authorizing signatures. If the form is not completed correctly, keys will not be issued.
2. Key requests must be approved by the employee’s immediate supervisor and area Vice President.
3. Key requests by faculty must be approved by their Division Chair and the Vice President of Instruction.
4. The fully executed “Key Request Form” shall be submitted to the Director of Facilities and Planning for final review, approval, and issuance of District keys.
5. All keys will remain the property of West Kern Community College District. Keys must be returned to Human Resources when no longer required by the individual to whom they are issued.
6. Duplicated keys shall not be obtained from sources other than Facilities and Planning. Loaning and/or transferring of keys is prohibited.
7. Any loss or damage to keys shall be reported to the Director of Facilities and Planning immediately.
8. The employee shall be responsible for any fees associated with re-keying and/or replacement of keys and lock cylinder, for failure to return issued keys. (Current total cost for this service is \$75.00 for each key and lock cylinder combination and is subject to change.)

I, \_\_\_\_\_, have read the above procedure and agree to adhere to the procedures set forth therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MANAGER/DIVISION CHAIR NAME	SIGNATURE	APPROVED	DISAPPROVED
AREA VICE PRESIDENT NAME	SIGNATURE	APPROVED	DISAPPROVED

**PROCESSING OF KEY REQUEST FORM**

1. Upon completion and approval of the Key Request Form key(s) are issued to the employee.

Key Number Issued	Employee Signature	Date

DATE KEY(S) ISSUED:	ISSUED BY:	FM&O INITIAL

2. Facilities Maintenance and Operations (FM&O) provides a fully executed copy of this form Human Resources (H.R.). H.R. maintains the original signed Key Request Form in the employee's personnel file.

DATE KEY REQUEST FORM RECEIVED:	H.R. INITIAL

3. Upon employee exit or need for a change of keys, H.R. collects the keys from the employee.  
4. H.R. returns the keys and the original signed Key Request Form to FM&O:

Key Number Collected	H.R. Initial	Date

5. Returned keys received by FM&O:

Key Number Collected	FM&O Initial	Date

6. The final original signed Key Request Form is then returned to H.R., a copy is maintained in the FM&O office.

DATE KEY RETURNED:	H.R. SIGNATURE