

REQUEST FOR KEY

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

Location	Room Number(s)	Key Number(s)

Alarm – Building (Dental or Welding)	Alarm Code Assigned

Procedure for Requesting Keys

1. The person desiring a key must complete this "Request for Key" form and obtain all appropriate authorizing signatures. If the form is not completed correctly, keys will not be issued and the form will be returned for correction.
2. Requests must be approved by the employee's immediate supervisor and area Vice President.
3. Requests by faculty must be approved by their Division Chair and the Vice President of Instruction.
4. Fully executed "Request for Key" forms shall be submitted to the Director of Maintenance & Operations for final review, approval, and issuance of District keys.
5. All keys will remain the property of West Kern Community College District. They must be returned to Maintenance & Operations when no longer required by the individual to whom they are issued by the date assigned to be returned. Duplicated keys should not be obtained from sources other than Maintenance & Operations.
6. Loaning and/or transferring of keys is prohibited.
7. Any loss or damage to keys shall be reported to Maintenance & Operations immediately.
8. The employee shall be responsible for any fees associated with re-keying of locks and/or replacement/duplication of original keys, including replacement/duplication for failure to return keys. (Current total cost for this service is \$55.00 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

DATE KEY ISSUED:	M&O SIGNATURE
DATE KEY RETURNED:	M&O SIGNATURE

PROCESSING OF REQUEST FOR KEY FORM

- 1. M&O provides a fully executed copy to HR.
- 2. HR places the fully executed copy in the employee's personnel file.
- 3. Upon employee exit or need for a change of keys, HR collects the keys and returns the keys listed below:

Key Number(s)	Initial	Date

- 4. Keys received by M&O:

Key Number(s)	Initial	Date

- 5. Copies to be retained in M&O log and HR personnel file.