

# FACULTY/STAFF KEY REQUEST

**NOTE:** Please use separate authorization sheet for each person.

★ Please cite the yellow decal property number located on the desk, file cabinet, or other University property for which a key is requested.

TO: Customer Services Date: \_\_\_\_\_

FROM: \_\_\_\_\_  
(School/Department)

Please issue the following key(s) to: \_\_\_\_\_  
(Name) (Title)

Whose office is in: \_\_\_\_\_  
(Building and Room Number) (Office Phone Number)

Home Address & Telephone Number: \_\_\_\_\_  
(Home Address) (Telephone Number)

I.D. Number: \_\_\_\_\_

**PROBABLE DURATION  
OF NEED FOR KEY(S)**

Fall Semester Spring Semester  
OR Ending Date of Use

**KEY(S) TO LOCK and OPEN**

Building/Room Number,  
Property No. of cabinets, drawers, etc.  
(yellow decal)  
List each key requested on a separate line.

**FOR CUSTOMER SERVICES  
USE ONLY**

Position Number (Sequence Number)  
of Issued Key(s)


**All individuals are expected to return keys when there is no longer a need for the keys** or when, for any reason, it is necessary for the University to request the return of keys. *Thank You.*

Approved: \_\_\_\_\_  
*Signature of Appropriate Administrator*

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 For Customer Services Use Only: KEY(S) ISSUED \_\_\_\_\_ BY \_\_\_\_\_  
(Date) (Initials)

**FOR KEY ISSUE POLICIES – SEE REVERSE**

# KEY CONTROL POLICY

## POLICY

It is the policy of Sonoma State University to promote the security of campus personnel and appropriate access to University property. This policy describes the control of, the use, and possession of keys to campus facilities, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) responsibilities regarding lost keys, (F) eligibility for possession, (G) provision for contractor access, and (H) key and building security.

## PRINCIPLES

A. GENERAL PROVISION: Unauthorized fabrication, duplication, possession, or use of keys to facilities of Sonoma State University is a crime (California Penal Code 469). University keys are State property and may be recovered at any time.

B. DESIGN: Design of the keying system is the responsibility of Facilities Services. The design will ensure security and reasonable convenience to personnel occupying campus facilities.

C. FABRICATION: Facilities Services fabricates all keys and performs all lock changes for campus facilities, except for work performed by on-site contractors under the direction of Facilities Services. Records of keys to campus facilities, including the names of individuals to whom keys are issued, dates of issue/return/loss will be maintained by the Customer Services Center. University keys will not be duplicated, except by Facilities Services.

D. RESPONSIBILITY—ISSUANCE: All persons issued University keys shall at all times be held responsible and accountable for said keys. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria below.

E. LOST KEYS: Individuals possessing keys to campus facilities are responsible for such keys. The University reserves the authority to charge individuals for the cost of key replacement and/or re-keying of locks caused by loss of keys to campus facilities in accordance with a rate schedule approved periodically by the President. All lost keys must be reported immediately to the appropriate department administrator and the University Police.

F. KEY ELIGIBILITY CRITERIA: *(see full policy document)*

G. CONTRACTOR ACCESS: Keys needed by contractors or other non-university users must be authorized by Facilities Services, including authorized individual, firm name, and specific return date. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the firm to which the keys were issued, and final payment will not be made until keys are cleared.

H. KEY AND BUILDING SECURITY: The individual to whom keys are issued is personally responsible for the use of said keys until returned to Customer Services. Individuals must personally sign for their keys and shall not transfer or loan their keys to another individual. Key holders shall not "prop" doors or leave them unlocked during hours when the facility is normally closed. Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building. Students are issued keys for a semester at a time only. Student records and registration may be held pending clearance of keys at the end of each semester. Employees may be issued keys for the duration of employment. The employee's final paycheck may be held pending return or clearance of outstanding keys.

I have read and agree to the above Key Control Policy. I shall return to Customer Services any key issued to me when I no longer have a need for the key or when, for any reason, it is requested by the University. I will report any lost key as soon as the loss is known.

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*Signature of person to whom key(s) are issued*

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*Date*

**NOTE: LOST KEY CHARGE \$25 - \$200**