

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: F 11.0
Procedure Title: Door Key Issue and Control
Relevant Board Policy:
Originating Unit: PAC Facilities Office
Maintenance Unit: Vice President of College Services

I. Purpose: This procedure establishes criteria for door key issue and control to protect campus property and student confidentiality.

II. Procedure Statement:

All Palo Alto College campus keys are the property of the College. The Facilities Department is the authorized custodian of all keys and is responsible for the overall administration of the campus key system.

A. All keys will be requested on a blue 4"x6" Key Request Form signed by the individual and his/her department chairperson or district director. The employee receiving the key should provide a clear and concise justification in the space allocated on the form. The Key Request Form shall also be signed by the approval authority for the type of key being issued.

B. Individuals issued keys are responsible for safeguarding the keys, and will be required to pay a lost key fee. If a master key is lost, the responsible person pays for the cost of new keys and for changing the cylinders of all doors affected, up to but not exceeding the single incident maximum fee listed below.

Cost for key replacement is as follows:

Individual room key	\$3.00
Master Key	\$10.00
Each core lock replaced	\$5.00
Any one incident (maximum)	\$50.00

C. Individuals are responsible for the security of issued keys, and for insuring they have the keys with them to avoid being locked-out.

D. Keys will not be issued to work studies, student assistants, temporary employees, or contractors, but may be issued to adjunct faculty.

E. Custodians are responsible for opening all building entrance doors for operational days and hours and for securing the building entrance doors at closing.

- F. For special activities, events, and other functions scheduled after-hours and on weekends, DPS personnel shall be responsible for opening and securing the buildings, when requested in writing.

Issues: December 14, 2010

Approved: (signed: Ana M. Guzman)
President