RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE

REQUEST FOR ISSUANCE OF KEYS

TO: **MAINTENANCE & OPERATIONS — SAC – Z-101**

FROM: _____ _____ _____

ADMINISTRATOR – **PRINT NAME** | ADMINISTRATOR – **SIGNATURE** | DATE

PLEASE ISSUE KEYS AS INDICATED TO: _____

PRINT: LAST NAME | FIRST NAME | M.I.

❒ FULL TIME ❒ PART TIME PHONE#: _____ _____

POSITION

❒ CERIFICATED ❒ CLASSIFIED ❒ INSTRUCTIONAL AIDE _____

DEPARTMENT

BUILDING & SITE	ROOM	DESCRIPTION	*MAINTENANCE & OPERATIONS OFFICE USE ONLY* KEY#	SARGENT		BUILDING & SITE	ROOM	DESCRIPTION	*MAINTENANCE & OPERATIONS OFFICE USE ONLY* KEY#	SARGENT	

APPROVAL FOR MASTER AND ALARM KEYS ONLY

(BOTH SIGNATURES REQUIRED)

_____ _____ _____ ❒ YES ❒ NO

Division Vice President – **PRINT NAME** | **SIGNATURE** | DATE

Comments:_____

_____ _____ _____ ❒ YES ❒ NO

Vice President of Administrative Services – **PRINT NAME** | **SIGNATURE** | DATE

Comments:_____

IMPORTANT – TERMS AND CONDITIONS

- ☑ **CURRENT PICTURE ID** will be required at time of pick up with **EVERY** key request form Employees **MUST** make arrangements to pick up their own keys **IN PERSON** at the office of Maintenance & Operations in Z-101 during regular office hours. Please call our office with any questions or concerns.
- ☑ Employees are solely responsible for **EACH** key they sign for. If key is lost, a replacement fee will be charged and must be paid prior to issuance of a new key (currently $10 per key payable at the Student Business Office). Call the office of Maintenance & Operations for current payment information and instructions. Fees subject to change.
- ☑ No additional copies of the same key will be issued to the same person.
- ☑ Keys are **NOT TRANSFERRABLE** among faculty and staff. Each employee needs to request his/her own keys.
- ☑ **ONLY ORIGINAL APPROVAL SIGNATURES** will be allowed for security reasons. **NO PHOTOCOPIES**.
- ☑ **NO STUDENT EMPLOYEE or SHORT-TERM EMPLOYEE** may have a building master, campus master or alarm keys.
- ☑ **ALL PART TIME FACULTY** are required to return their keys at the end of each semester. *No exceptions.*
- ☑ **ALL FACULTY/STAFF** are required to return their keys at the end of their employment. *No exceptions.*
- ☑ Upon return of a key, employees will receive a receipt. Keep this receipt in a safe place. In case of any problems, this will be your only proof of return and the only way to avoid paying any fees. *No exceptions.*
- ☑ **BE AWARE** of which keys are assigned to you. Your file with Maintenance & Operations will not be cleared with Human Resources until all keys assigned to you have been turned in and all fees for lost keys have been paid.

By signing below I receive the keys under the above terms and conditions.

Employee signature **X** _____ Date: _____ Processed by _____