

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