

DO YOU KNOW HOW TO REQUEST KEYS?

Please Request Keys as Follows via a completed and signed Key Request Form:

- Submit a fully completed and signed/approved Key Request form.
- Area to be accessed, (*ALL Building(s) & Room Number(s)*), DOOR KEYS ARE NOT ISSUED BY KEY NUMBERS.
- For cabinet or file keys please include key core number.
- Have your Division Director or Dean for approve/sign.
(Directors & Deans must have approval from their supervisor also. No one can request their own key!)
- Completed Key Requests can then be sent to facility@yc.edu

Key(s) are returned to the Locksmith if not picked up in 2 weeks. Please let Facilities know if it will be longer.

PLEASE ... DO NOT give your keys to anyone, if you are leaving Yavapai College or changing rooms or offices! All keys need to be returned to the Facilities Management Office, Building 20. Keys are assigned to individuals and you are responsible for the key(s) assigned to you. Lost keys are subject to a fee.

WHAT DO YOU DO IF YOU LOST YOUR KEYS?

Please Report Lost Keys as Follows:

- File a lost key report with Campus Police immediately!
- Report loss to your Division Director or Dean.
- Request for replacement keys must be submitted the same as a new key request. (Follow same instructions as above), after Lost Key fee has been paid.
- Once Facilities receives the Lost Key Report from Campus Police, the Lost Key payment receipt and the Replacement Key request we will issue new keys.

ONLY YOU CAN PICK UP YOUR KEYS! THIS IS FOR SECURITY PURPOSES.

Keys are usually processed within 2 -3 days after Facilities receives the approval. The individual the key(s) are being issued to will receive an email from Facilities when the key(s) are ready. A photo I.D. is mandatory for picking up keys.

KEY PICK UP OR RETURN TO:

Facilities Management Office ~ Building 20 ~ Front Office

Please give us a call at x2180 with any questions. Thank you!

Your Facilities Management Team