

Key request will originate electronically with completed Key Request Form.



Key approval, from appropriate Department Director or Dean, via email to Facilities Management (The request must originate from the appropriate Dean or Department Director. YC Policy 5.10, 1:b).



Key Work Order created by Facilities.



Email is sent to the individual that the key is being issued to for pick-up of key(s).



Key agreement is signed when key(s) is picked up, and an email is sent to the key request originator to notify of key pick-up.



2 weeks prior to the end of semester or termination of employment, Departments/Division will forward a list to Facilities Management as to the Faculty/Adjunct/Part-time employees that will be turning in keys.



Facilities will notify those employees(with a cc: to the key originator) to turn in their key(s) to the Facilities Management office to avoid being charged the stated key fee (YC Policy 5.10, 1:e).



1 week prior to end of semester a 2nd notice will go out to the appropriate employees, with a cc: to the key originator, reminding the employee to turn in keys to avoid the set fee being assessed. (If key(s) or key card are lost there will be a replacement charge based on current market costs. YC Policy 5.10, 1:e)



As keys are returned/received, Facilities Management will send notification to appropriate individuals/departments, so lists can be updated.



The last day of semester a notice will need to be sent to HR, by each department, as to individuals that have not turned in their key(s), so that the lost key fee can be assessed.