

Lost Key or Keycard ID Procedure

Please Report Lost Keys as Follows:

- Report lost key(s) or keycard ID to Campus Police, Facilities and your department Director or Dean.
 - Email collegepolice@yc.edu and facilities@yc.edu
- Facilities will notify the employee how to make a payment. Receipt of payment needs to be scanned and emailed to facilities@yc.edu.
- An new location access request for keys needs to be approved and emailed to facilities@yc.edu.
- Once Facilities receives the payment receipt and the approved replacement request, the employee will be emailed regarding pickup of new keys.

Call Facilities 928-776-2180 will questions.