Steps to Follow in Requesting Keys
Keys will be issued only to persons with a valid need to access a specific facility.

Step One
It is mandatory that individuals requesting a key fill out a Key Request Form. Key Request Forms can be acquired via the internet at the CSU Stanislaus website, www.csustan.edu. Select the Forms & Publications link. Next, select Applications & Forms and under Facilities Services, you will find the Key Request Form.

Step Two
The form(s) must be completely filled out, and then signed with required authorized signatures.

Step Three
Send the completed form to Facilities Services via campus mail, drop it off in person or email scanned form with signatures to Facilities_Services@csustan.edu. Failure to complete all fields on the Key Request Form may result in a delay of key processing.

Step Four
The form, once approved by Facilities Services is given to the locksmith.

Step Five
When the key(s) is ready, you will be notified via phone or email. If you have not been contacted within two weeks from date Facilities Services received the Key Request form, please contact Facilities Services at Facilities_Services@csustan.edu.

Step Six
Individuals requesting a key must pick up their own key(s) at the Facilities Services Warehouse and will be required to have a warrior card or their campus employee ID number to pull the key(s) from an automated key dispenser.

Within 30 days of notification, unclaimed keys will be removed from the automated key dispenser and a new key request will be required for the locksmith to redistribute keys to the key dispenser.

Periodic auditing of issued keys may be requested.

Key Return Obligations
All keys are to be returned to Facilities Services when an individual no longer needs the issued key(s), transfers to another department, or terminates employment.

The loaning of keys is not permitted. The transfer of keys is also not permitted without a proper key request transfer. Any person determined to loan a key(s) and/or being in possession of an unauthorized key(s), will be referred to their Manager or Dean and the University Police Department.
**Lost, Stolen or Broken Keys**

In order to insure that appropriate security measures are initiated, lost or stolen keys must be reported to Facilities Services as soon as the discovery is made. To report a lost or stolen key(s) a key request form must be submitted. If a replacement key is required, please indicate so on the form.

Broken or bent keys will be handled with a standard key request. Mark the appropriate box under “Reason Key Requested” on the Key Request Form. The broken or bent key(s) must be attached to the key request.

All costs associated with replacing a key(s) or re-keying due to a lost or stolen key(s) will be charged to the appropriate department.

**Tracking System**

The University has a system for tracking keys. If a key(s) is found, please return it to Facilities Services. Facilities Services will notify the person to whom the key has been issued.

Keys are issued to the person specifically approved. If you have inappropriately given your key to another person, the University Police Department or area Dean/Manager can investigate and trace it to the person for whom it was originally approved. This may result in loss of key privileges.

**Students, Volunteers & Contractors**

Keys for students, volunteers, and contractors must be requested and will be issued in the same manner as faculty or staff keys with one exception: a memo must be submitted along with the key stating the justification for the key(s).

Students are required to return keys at the end of every spring semester regardless of returning in the fall. An audit of student keys will be conducted prior to the end of each spring semester.

Students requiring or retaining keys during the summer will be dealt with on an individual basis and will need proper justification. Justification will be noted on the key file for follow up at a later date.

Keys issued to volunteers and contractors must be returned upon completion of their work.

**Help Maintain Campus Security**

In order to prevent unauthorized entry, be sure outside doors to buildings latch behind you when exiting at the end of each work day.

Lock your office or department each time it is vacant. This is the most common point of unauthorized entry.

Do not loan out keys at any time to anyone.

Request keys based only on need in order to avoid over-issuance.