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| **LANEY COLLEGE SOP Number:**  900 Fallon Street, T-850 BUS.6.61.00  Oakland, California 94607 **Previous SOP: N/A**  Page 1 of 3  STANDARD OPERATING PROCEDURE | | | |
| **DEPARTMENT:** | Business Administrative  Services | TITLE: | **FACILITIES KEY CONTROL** |
| **PURPOSE** |  | | |
| For Administrators, Faculty and Staff to gain access to assigned classrooms, offices and other areas within their departments. | | | |
| **PROCEDURE** |  | | |
| Facility keys are authorized and distributed only to active and permanent employees.  The President, Vice Presidents, Business Director and Deans can authorize and sign Key Request Forms prepared by active and permanent employees. Department Chairs can initial as proof that they are aware of the request but only the Dean/VP’s signature at a minimum will be accepted. Blank forms signed by the approving manager will not be accepted; the forms must be completely filled out before the Business Office will issue keys. Approving managers are ultimately responsible for retrieving keys or formally requesting keys to be returned to the Business Office at the end of one’s term. This includes: temporary assignments, termination, and retirement.  **THE KEY REQUEST PROCESS:**   At the beginning of each semester, Dean’s or Vice President’s Staff Assistants shall review the class or work assignments and turn in key requests to the Business Office for all faculty/staff at least 10 (ten) business days prior to professional development day for Fall and Spring Semester and the commencement of classes for Summer semester. Key orders will be filled by the Business Office staff and returned to the Dean’s or Vice President’s Staff assistant. Authorized keys will be distributed to faculty and employees by the Staff Assistants AND NOT the Business Office.   After the semester begins, all requests for keys should be submitted to the Dean’s or the Vice President’s Staff Assistant. Key Request Form should be completed with all information on the form, including all rooms where access is needed. The key requestor or active/permanent employee submits completed Key Request Form to Dean’s or Vice President’s Staff Assistant to be signed by Dean or Vice President. Dean’s or Vice President’s Staff Assistant. The Staff Assistant then submits the approved form to the Business Office. Once Business Director reviews and approves the key request form and if keys are in stock, the Business Office staff will notify Dean’s or Vice President’s Staff Assistant when keys are ready for pick up. If the key is not in stock, the Business Office will notify the Staff Assistant that the key is on order. The Staff Assistant will | | | |

pick up authorized keys for distribution to employees from the Business Office and will distribute keys directly to the employees.

**Note:**

Every employee assigned facility keys is responsible for maintaining personal possession of their own keys. Employees’ assigned keys should note loan or transfer any keys to another employee and especially not to a non-employer.

Fees associated with lost keys are on the request form; signature accepting responsibility is required. Keys are to be returned to the Business Office at the end of each term or when no longer

needed. Temporary Faculty/Staff that will not be returning the following semester are to return keys at

the end of the each semester. Full Time Faculty/Staff need to return keys at the end of the assignment for which the keys were distributed.

**LEVELS OF KEY ACCESS**

**MASTER:** Police Services, President, Vice Presidents, Head/Lead Custodian, Engineers, Evening/Weekend Administrators

**SUB-MASTER:** Department Deans, Custodians, Gardeners, Department Chairs

**CHANGE KEY:** Faculty, Staff and Elected Student Government Leaders

\*\*Key requests for a Master key or an additional Master key to be issued to any person not listed in the key level access criteria chart must be approved by the College President and/or Vice Chancellor of General Services. \*\*

\*\* District, Physical Plant Director’s Office is responsible for issuing and ensuring the

return of keys to Contractors.

**LOCK CHANGES AND UPGRADES:**

Requests are the financial responsibility of the requesting department. A formal request needs to be submitted to the Business Director from the Dean or Vice President describing the reasons in detail for the change.

**LOST KEYS:**

 Please do not allow anyone to use keys issued to you as this may result in unnecessary fees entailed by you (key requester) in the event the keys are lost.

 Keys must be returned to the Business Office when no longer needed on a regular basis.

 The loss of keys must be reported immediately to Police Services and the Business Office.

**KEY REPLACEMENT CHANGES:**

$10.00 Change Key

$25.00 Sub-Master

$50.00 Grand-Master

**RESPONSIBILITIES:**

1. **Requestor** – Submit Key Request Form to Staff Assistant of Dean/VP. Responsible for maintaining possession of keys(s) issued, return of key(s) when no longer required or employment terminates.

2. **Dean, Vice President** – Signature approval of key request’

3. **Staff Assistant** – Verify active employees, delivers Key Request Forms to Business Office, Picks up authorized keys and delivers to employee, maintains key distribution/collection log for Dean/VP

Office

4. **Business Director** – Responsible for reviewing and approving key requests, special

arrangements such as lock changes.

5. **College President and Vice Chancellor** – Responsible for approving restricted keys such as

master and sub-master keys.

6. **Business Office** – Maintains access levels, issues and accepts returned keys

7. **Physical Plant, Locksmith** - Repairs locks and makes keys

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| **Last Edits:** | 8/17/2015 | | |
| **Responsible:** |  | **Approved by:** |  |
| **Date for Review:** |  | **File Ref:** |  |
| **Previous Titles:** |  | | |