

## **Key Control**

### **Campus Keys – Key Requests**

As of March 1999, key request forms were revised. FAXed requests will no longer be accepted, as the original signature of approval must be on the [Key Request](#) form. In an effort to improve the management of campus keys, the following administrative policy and procedure must be followed.

Master keys may require special processing. Call Key Control prior to filling out the request for such keys.

1. The Key Control office will no longer manage cabinet and desk keys. Individual departments are now responsible for the management of these keys, and should deal directly with the lock shop for duplication and re-keying needs. If you are a department head and need a report of the persons in your department who have such keys already issued to them please call the Key Control office at 278-2172 or 278-7422. We will be happy to provide you with this information. Please remember, however, that no new records of cabinet and desk keys will be added to the Key Control database. Cabinet and desk keys, which are already checked out, will not have to be turned in to Key Control when the holder is returning their campus keys. From now on such keys should be returned to individual department offices.
2. If you LOSE State keys, you no longer have to file a police report. However, in order to get new keys issued, a new Key Request form must be submitted, signed by the appropriate Vice President, Dean, Director, or Department Chair. This form must be accompanied by a memo, written by the person who lost the key(s), addressed to the individual who will authorize the issuance of the new key(s). The memo must give specific details about the loss of the keys and should contain a personal plan for preventing such losses in the future. However, if your keys are STOLEN, that is a crime (theft of state property), and are still required to file a Police Report at the University Police Department (2311 Barstow, phone 278-2132). Be sure to bring along a new Key Request form signed by the appropriate Vice President, Dean, Director or Department Chair.
3. Only Key Request forms signed personally by the appropriate Vice President, Dean, Director, or Department chair will be accepted at the Key Control Office. If the person who should sign is unavailable, then that person's supervisor must sign instead. In other words, authority to sign key request forms can no longer be delegated downward. Please plan ahead to avoid unacceptable delays which may occur because persons with authority to sign Key Request forms may not be available.

4. In order to minimize the risk of misplacing Grand Master keys, the Police Department no longer maintains sets or such keys for check-out. If you require access to a space to which you do not have keys, and have a legitimate need to enter that space, we suggest that you call the Police Department and ask to have the space opened for you on an as-needed basis. The Police Department is committed to promptly responding to such requests. Please be prepared to show a photo ID to the responding officer. Contractors and others with temporary master key needs are now able to check our Building Master key loaner sets at the Key Control Office on a day-to-day basis upon presentation of proper authorization.

Please remember that the carrying of State keys for campus buildings is a responsibility which cannot be taken lightly. The loss or theft of such keys compromises the security of campus buildings and may result in theft of your personal property or your department's property. It is much more than an inconvenience when tools that you and your co-workers need to perform their important duties are stolen because someone gains access with a lost or stolen key! Please safeguard State keys! Keep them in a safe place, and develop personal habits that minimize the possibility of loss or theft.

The key request form can be found on Informed Filler as well as the university forms section of this manual. Please follow the instructions on both sides of the form to expedite the ordering process. When photocopying the form, please make the copies double sided (back to front) in order to retain the instructions on the back. If you need further information, please contact the Key Control Office or e-mail to Pam Mighaccio ([pamm@csufresno.edu](mailto:pamm@csufresno.edu))

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