

Document # MSOP8	Title: Request for Keys and Badges	Print Date: 7-25-2014
Revision # 1.0	Prepared By: Dr. Dativa Del Rosario	Date Prepared: 7-25-2014

Purpose: The purpose of this policy is to regulate the issuance, use and return of keys that are property of Peralta Community College District. This Policy will help provide a safe and secure campus environment through the diligent control of Merritt College keys.

Scope: This policy applies to all administrators, faculty, and staff, and auxiliaries to whom Peralta Community College District keys are issued.

Responsibilities:

It is the responsibility of each individual authorized key signer to familiarize themselves with the Business Office requirements for issuance of keys. Keys are issued to individuals, not departments. An individual signature is required for each key issued.

Some classrooms may be opened in advance for instructors; no keys will be issued for classrooms in that category.

It is the responsibility of the requestor to carefully guard the keys in their possession. Deans and department heads are responsible for collecting keys from all departing employees. Deans and department heads shall return keys back to the Business Office when an employee has completed the exit process from the college or when keys are no longer needed on a regular basis.

Loss or stolen keys must be immediately reported to the Merritt College Business Office. There is a replacement fee of \$25.00 for a regular key, \$50.00 for a Sub-Master Key and \$75.00 for a Grand Master key. The replacement fee is paid by the individual employee to whom the key was issued.

Key Procedure:

1.0 KEY REQUEST FORM

1.1 Individuals requesting Merritt College keys must first complete a Key Request Form. Forms can be picked up at the Business Office.

1.2 Each form allows for the issuance of up to four (4) different room/door keys. If more than four (4) keys are being requested, an additional form will need to be completed.

2.0 SUBMIT FORM TO DIVISION ADMINISTRATOR/ DEAN.

2.1 The requestor must submit the form for signature approval to their Division Administrator.

2.2 Division will forward all approved forms to the Business Office for processing.

3.0 FORM IS PROCESSED BY BUSINESS OFFICE

- 3.1 Business Office will verify the form for accuracy and proceed in processing the request.
- 3.2 Business Office will verify that key works per the location.

4.0 REQUESTER IS CONTACTED

- 4.1 The Business Office will contact the requester via e-mail that the key request form has been processed and approved for keys to be picked up at the Business Office

5.0 PICKING UP KEYS

- 5.1 The keys can be picked up during regular Business office hours.
- 5.2 A current and legible district issued identification card is required for all approved requesters to receive keys. All paperwork must match name on the identification card.

Badge Procedure:

1.0 DISTRICT ISSUES BADGES

- 1.3 The Office of General Services at Peralta Community College District is responsible for the issuance of badges.
- 1.4 It is the responsibility of all staff and faculty to contact Regina Davis at The Office of General Services to schedule an appointment to receive a badge.

2.0 CONTACT BUSINESS OFFICE

- 2.3 After a badge is issued to an individual. It is the individual's responsibility to contact the Merritt Business Office to request for badge activation.
 - The Business Office will verify per the list given by The Office of Instruction if a smart classroom access is needed.
 - The Business Office will activate the badge in compliance to the list that was given by The Office of Instruction.

Forms/Records:

Form #	Record Retention	
Required by Standard		
Key Request	Office of Business & Administration	

Revision History:

Revision	Date	Description of changes
1.0	7/25/14	Initial Release