

Faculty and Staff  
Key Distribution Procedures  
2005/06

### General Guidelines

- With the approval of the dean, classroom and office keys are distributed to faculty, regular classified staff, adult hourly workers, and Associated Student officers.
- Keys are not issued to students.
- Possession of keys mandates responsibility for securing classrooms and offices.

### Requests for Keys

- Deans may request keys for faculty by submitting a list of faculty and keys needed. This works well prior to the beginning of a semester.
- Keys may be requested by using the Service Request System (TTS) on the FC homepage.

### Distribution

- Requests should indicate one of two pick-up options:
  - Keys may be picked up at the Facilities Office during working hours (7:30am-4:00pm).
  - At the request of the dean, keys may be picked up from the appropriate division office.
- Individuals are required to sign the key card indicating receipt of a campus key.

Faculty and staff should return keys they no longer need to the Facilities Office. These keys will be removed from the individual's key card.

Problems with key distribution should be reported directly to Chris Fighera, Director of Facilities.