

STUDENT ACCESS:

Grand master and building master keys shall not be issued to students.

Room access for students is granted one semester at a time for classroom or lab access.

If the student is employed by the University, the access can be extended for the academic year with the authorization of the appropriate Dean/Administrator.

The student and the department requesting issuance are personally responsible for all issued keys until returned to FMS.

Upon terminating employment or for an academic year break, the student must return all keys to FMS. University Services will delete all access codes related to the student's identification card.

Facilities Management & Services may request that a student's transcript be held and registration be denied by the Admissions and Records Office until satisfactory clearance has been obtained.

**YOUR ASSISTANCE IN THE
PROPER HANDLING OF KEYS
AND IDENTIFICATION CARDS
WILL HELP MAKE OUR CAM-
PUS SAFE AND SECURE FOR
YOU AND OTHERS.**

CALIFORNIA STATE UNIVERSITY,
CHICO



**ACCESS TO
CAMPUS
BUILDINGS &
ROOMS**

*Access means a responsibility
to keep the campus safe!*



530-898-6222

Facilities Management
and Services

www.csuchico.edu/fms/KeysCardAccess/keys.htm

ACCESS CONTROL

You have been approved access to the University. By signing the key authorization card, you are accepting responsibility for the key(s).

The security and safety of our buildings is in your hands and we need your help and assistance with the following requirements:

- DO NOT TRANSFER OR LOAN YOUR KEYS OR ID CARD TO OTHERS
- DO NOT "PROP" DOORS OPEN OR LEAVE THEM UNLOCKED DURING HOURS WHEN THE FACILITY IS NORMALLY CLOSED
- DO NOT UNLOCK A DOOR OR ROOM FOR OTHERS (University Police should be called to provide room unlocks at ext. 5372)
- DO NOT ALLOW COPIES OF YOUR KEY TO BE MADE (California Penal Code Section 469 states that "any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.")

YOUR RESPONSIBILITY

You are responsible to return the key(s) to the Facilities Management & Services (FMS) Key Shop upon your departure from the University. If keys are not returned, you will be invoiced for \$25 for each key.

You are personally responsible for the keys until returned to Facilities Management & Services Key Shop upon termination of employment or a break in employment service exceeding 65 days.



Keys must be returned directly to the University Key Shop at Facilities Management & Services in order to confirm that the correct keys are being returned. The department you work for cannot sign for key returns. Key clearance must be signed by Facilities Management & Services.

The Key clearance form grants clearance by FMS upon receipt of all outstanding keys or payment for lost items. If keys are not returned, a notification will be sent by FMS to the Cash Management Department concerning the missing item.

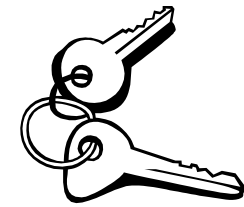
Master keys shall be returned to FMS within two working days upon the reassignment, reclassification, or any manner of change to an employee's or faculty member's employment status with the University unless the employee's or faculty member's new position also requires the use of such master keys.

No duplicate keys will be issued.

LOST KEYS:

A completed Key Loss Report Form must be filed with FMS as soon as practicable, but no later than two working days after the loss of a key or access card is discovered.

The Key Loss Report Form will be sent to the University's Cashiering Office for payment of \$25 per key fee. The charge of \$25 for each lost key must be paid at Cashiering,



Kendall Hall Room 212. A refund of the charge will be granted if the key(s) are found within one year and returned to FMS. Loss of Building and Grand Master keys can be assessed based on costs for rekeying.

A request for replacement key(s) or access card using the Key/Access Card Request form or clearance may be made after the lost charge is paid. Replacement(s) will not be issued until the Key Loss Report has been cleared by University Police and the lost key charges have been paid. A copy of a police report may be required before a new key is issued.

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