RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA COLLEGE
REQUEST FOR ISSUANCE OF KEYS

TO: MAINTENANCE & OPERATIONS — SAC – Z-101

FROM: ____________________________________

________________________________________

ADMINISTRATOR – PRINT NAME
ADMINISTRATOR – SIGNATURE
DATE

PLEASE ISSUE KEYS AS INDICATED TO:

PRINT: __________________________

FULL TIME ☐ PART TIME ☐ PHONE#: __________________________

☐ FULL TIME ☐ PART TIME PHONE#: __________________________

CERTIFICATED ☐ CLASSIFIED ☐ INSTRUCTIONAL AIDE

DEPARTMENT

________________________________________

POSITION

________________________________________

DEPARTMENT

IMPORTANT – TERMS AND CONDITIONS

☒ CURRENT PICTURE ID will be required at time of pick up with EVERY key request form. Employees MUST make arrangements to pick up their own keys IN PERSON at the office of Maintenance & Operations in Z-101 during regular office hours. Please call our office with any questions or concerns.

☒ Employees are solely responsible for EACH key they sign for. If key is lost, a replacement fee will be charged and must be paid prior to issuance of a new key (currently $10 per key payable at the Student Business Office). Call the office of Maintenance & Operations for current payment information and instructions. Fees subject to change.

☒ No additional copies of the same key will be issued to the same person.

☒ Keys are NOT TRANSFERRABLE among faculty and staff. Each employee needs to request his/her own keys.

☒ ONLY ORIGINAL APPROVAL SIGNATURES will be allowed for security reasons. NO PHOTOCOPIES.

☒ NO STUDENT EMPLOYEE or SHORT-TERM EMPLOYEE may have a building master, campus master or alarm keys.

☒ ALL PART TIME FACULTY are required to return their keys at the end of each semester. No exceptions.

☒ ALL FACULTY/STAFF are required to return their keys at the end of their employment. No exceptions.

☒ Upon return of a key, employees will receive a receipt. Keep this receipt in a safe place. In case of any problems, this will be your only proof of return and the only way to avoid paying any fees. No exceptions.

☒ BE AWARE of which keys are assigned to you. Your file with Maintenance & Operations will not be cleared with Human Resources until all keys assigned to you have been turned in and all fees for lost keys have been paid.

By signing below I receive the keys under the above terms and conditions.

Employee signature X __________________________ Date: __________________________ Processed by __________