PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number: F 11.0
Procedure Title: Door Key Issue and
                                Building Access Control
Relevant Board Policy:
Originating Unit: PAC Facilities Office
Maintenance Unit: Vice President of College Services

I.   Purpose: This procedure establishes criteria for door key issue and building access control to protect campus property and student confidentiality.

II. Procedure Statement:

All Palo Alto College campus keys are the property of the College. The Facilities Department is the authorized custodian of all keys and is responsible for the overall administration of the campus key system.

A. All keys will be requested by submitting a Key Request Form signed by the requesting individual and his/her department chairperson, supervisor or district director. The employee receiving the key should provide a clear and concise justification in the space allocated on the form. The Key Request Form shall also be signed by the approval authority for the type of key being issued.

B. Individuals issued keys are responsible for safeguarding the keys and, if the key is lost, will be required to pay a lost key fee. If a master key is lost, the responsible person pays for the cost of new keys and for changing the cylinders of all doors affected, up to but not exceeding the single incident maximum fee listed below.

Cost for key replacement is as follows:

Individual room key	$3.00
Master Key	$10.00
Each core lock replaced	$5.00
Any one incident (maximum)	$50.00

1. Individuals are responsible for the security of issued keys, and for ensuring they have the keys with them to avoid being locked out.

2. Individuals cannot copy or duplicate a campus key. If an additional key is needed, a key request form must be submitted.

3. Keys will not be issued to work studies, student assistants, temporary employees, or contractors, but may be issued to adjunct faculty.

4. Custodians are not responsible for opening all building entrance doors for operational days and hours and for securing the building entrance doors at closing.

C. To activate your employee badge for building access all requests will need to be submitted by filling out the Access Control Request Form and emailed to pac-operations@alamo.edu

D. For special activities, events, and other functions scheduled after hours and on weekends, DPS personnel shall be responsible for opening and securing the buildings. An email will need to be submitted to pac-events@alamo.edu to be included in their weekly memos.

Attachments:
> Access Control Request Form
> Key Request Form

Date Created: December 14, 2010

Date Updated/ Approved: March 5, 2024

Approved:

(signed: Katherine Doss)
Vice President of College Services

(signed: Dr. Robert Garza)
Palo Alto College President