TITLE: Campus Access/Key Issuance
NUMBER: 752
AUTHORIZED BY PRESIDENT: 3/30/2021

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Procedure

The College's key procedure is designed to provide both security and access to campus facilities by campus personnel. College employees will be issued keys based upon their access needs consistent with their job responsibilities. Key requests are made to the Facilities & Operations Department – Campus Systems Coordinator. All requests must be submitted via a key request form. Each request is reviewed for final approval. Keys are property of Whatcom Community College and may not be duplicated. College keys may be audited at any time.

Issuance of Keys

College keys will only be assigned when necessary to perform job functions. Full time faculty, adjunct instructors and administrative staff will be given access consistent with their job responsibilities and related access needs, with approval from a department or division head. Keys are issued to employees, or supervisors of employees. Students, student employees, part-time hourly staff, and interns, shall not be issued keys. Part-time hourly staff with access needs should use sublet keys as issued to their supervisor and managed by their department. Staff moving positions, departments, or designations will be required to return current keys and work with their new supervisor if a new key request is necessary.

Key request procedure

All key requests for staff are to be submitted by a supervisor or department/division head. Each new request, will require a new form. Please allow 3-5 business days for keys and card access to be approved and prepared. Pickup is by appointment only. Keys not picked up within two weeks of the notification date will require a new form to be submitted.

Duplicate or sublet keys are only issued under necessary circumstances and will only be issued to department or division heads. It is the responsibility of the key designee to track the location of the key(s) at all times.

Safety and Security

The individual to whom keys are issued is personally responsible for the use of said keys until returned to Facilities & Operations – Campus Systems Coordinator. Individuals must personally sign for their keys and are not permitted to transfer or loan their keys to another individual. Do not indicate anywhere on the key what the key accesses. Key holders accept the responsibility of assuring windows and doors are closed upon exit and any locked space remains locked. Key holders shall not unlock rooms or allow access for others. Contact campus Safety and Security if locked out of a space.

Lost Keys

Lost keys should be reported immediately to Facilities & Operations – Campus Systems Coordinator and the department originally authorizing the keys. The cost of a key and/or re-keying a door will be charged to the individual to whom the key was issued. Replacement key(s) will not be provided until restitution for the lost

key(s) is complete, and a new key request form is submitted. Issuance of replacement keys may be denied to individuals who have repeatedly lost keys.

Charges: Lost key charge $25; Door re-key charge $100 per re-keyed door

Electronic/staff ID card access
Faculty/staff will be issued their first ID card at no charge. This card can be programmed for electronic access to college-specific buildings at the time of the key pick up. Electronic access is determined based on office location and staff designation. Lost staff ID cards should immediately be reported to Facilities & Operations – Campus Systems Coordinator so that the card can be deactivated immediately. Replacement ID cards can be paid for at the business office (Laidlaw Center) and printed at the Help Desk (Phyllis and Charles Self Learning Commons). Staff must bring their receipt in order to obtain a new card. Please allow 3-5 days for card access programming.

Electronic access needs outside of typical staff access plan will require supervisor approval by completing and submitting a key request form.

Special Event Card Access
A small number of visitor ID cards can be checked out by an individual for temporary departmental use. Requests for visitor ID cards should be made to the Campus Systems Coordinator. The requesting department accepts all responsibility for cards that are issued to them and charges stemming from lost or stolen ID cards.

Key return procedure
Keys and staff ID cards are to be turned in upon an employee's separation from the college.

Supervisors will be responsible for administering key retrieval upon an employee's separation from the college. Departments should maintain a record of department requests and issuance for accuracy. It is the supervisor's responsibility to assist in the coordination of key retrieval and to inform the Campus Systems Coordinator (ex. 3395) when a faculty or staff person is separating from the college, terminated, or retiring. Failure to do so compromises the safety of campus.

If a key is not returned within one week of a staff's departure from the college, the cost of the key or core replacements will be billed to the department originally authorizing the keys.

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