

Key Procedure/Policy

All key orders need to be requested through the on-line work order request form (*iservice desk*) for keys under the Facilities Services webpage: www.coloradocollege.edu/facilities

The following is a necessity when requesting keys:

Name of building

Room Number/description

Is it for a student, faculty or a staff member?

The name of the individual utilizing the keys

If we do not receive the above information, we may reject your key request and it will take longer to receive the key(s) requested. Normal turnaround time is within 24-48 hours once requested. You will receive an e-mail as to when they are ready to be picked up. Keys not picked up within two weeks will be returned to inventory and a new work order request for keys will need to be completed. You will receive a notification that the keys have been returned to inventory if they are not picked up.

There should be a limited number of individuals within your department that can order keys for others. Administrative Assistants/Coordinators should be the only authorized individuals to order for others and one back up person such as a Faculty member. However, Administrative Assistants/Coordinators have to have authorization to order keys held in the Department's name.

You may not order keys for yourself.

Students are required to make a \$5 refundable deposit per key when they pick it up, no exceptions.

Please follow all procedures:

- We ask that the individual who will be holding the key and is accountable for the key is the one to pick it up and sign for it. If you are picking up a key(s) for a staff/faculty member, we will put the key under your name until we receive a written confirmation notice from the individual stating they have it in their possession.
- Do not transfer keys from one employee to another as keys are non-transferable.
- If you no longer need a key, we ask that you return it immediately so that we may put it back into our inventory in Facilities Services.
- When you leave Colorado College, keys must be returned to Facilities Services by the person responsible for the keys.
- Do not take keys from individuals not wanting to turn them in to Facilities Services when they leave Colorado College or you may be held liable for these keys if any are missing.
- Please e-mail FacilitiesServices@ColoradoCollege.edu with any questions. If there is an emergency, please contact us directly at (719) 389-6568. After hours, please contact Campus Safety at (719) 389-6707.