

The intent of the Key Policy is to assure safety and security for all faculty and staff. This policy governs the issuance, replacement, and surrender of **metal keys** for interior doors and selected building exterior doors. As such, the following policy and procedures are limited to metal keys issued by the College.

For questions regarding residential keys for students - please contact the Department of Housing + Residential Life
For questions regarding badge access - please contact the Department of Public Safety

Drawer/cabinet keys are the sole responsibility of the department and Facilities does not issue those keys.

1. Supervisors may request issuance of individual keys by submitting a work request to facilities.cca.edu. The request must identify the individual to whom the key is to be issued, the room to be opened, and the key number if available.
2. Supervisors must return keys to Facilities upon all faculty/staff departures.
3. If replacement keys are desired because a key has been lost or is missing, the following procedure will be utilized:
 - a. Immediately upon learning that a key cannot be accounted for, the responsible person will advise the department head in as much detail as possible of the circumstances surrounding the incident.
 - b. The department head will consult with Facilities regarding temporary measures to be taken to permit continued operation, along with an evaluation of the security risk involved and permanent measures to be taken to eliminate any security problems.
 - c. Facilities will then initiate any keying or lock changes that are required based on the information provided.

The first key that staff/faculty is given is free. In case of loss, here are the charges:

Unreturned/Lost Key	New Lock	New Key due to Changed Lock
\$30/per key	\$100	\$30/key

Please contact facilities@cca.edu if you have additional questions.