



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Key Issue Procedures</b>	
Department: <b>Facilities Management</b>	Reference No.:
Division: <b>Administration &amp; Finance</b>	Issue Date: <b>NA</b>
References: <b>NA</b>	Revision Date: <b>January 2009</b>
Web Links: <b>NA</b>	Expiration Date: <b>NA</b>

Key Issue provides door and room keys for all campus buildings except the University Student Union, Cafeteria, Outpost (49er Shops), Foundation facilities, Student Housing and the Bookstore. Key Issue provides keys to 95% of the buildings on campus. There is an inventory of 75,000+ keys corresponding to approximately 40,000 locks on campus. Key Issue is a part of the Facilities Management Department located in the Facilities Management building on the east side of campus at 1331 Palo Verde Avenue. Hours of operation are Monday – Friday 7:00 a.m. to 5:00 p.m. and are normally extended at the beginning and end of each semester.

## Guide to Key Issue

The Key Coordinator in each campus department has information on which key (hook number) will fit the lock needed to access. This information is confidential and should be handled appropriately. Access to buildings is essential to the smooth operation of the University. However, this need must be balanced by an equally critical concern for the security and integrity of the facilities and their contents. It is the policy of the University to issue keys for its facilities based on rationale of need and not solely as a matter of convenience, and should be viewed as a privilege and not a requirement.

## Key Issue Requirements

- Valid CSULB ID required. No other form of identification accepted.
  - Students must be enrolled in current semester. Current verification of class enrollment required.
- A completed Key Issue card:
  - Signed by authorized signature authority for issuing department.
  - Criteria for special/restricted keys must be met.
  - Access information, i.e., building name, room number or lock number, must be on key issue card.
- Key issue records must be up-to-date in order to obtain additional keys.
- Fines for lost keys must be paid before additional keys will be issued.
- Obtain required payment form and current fee schedule at Key Issue.

## Clearance Certificates

- Separating faculty or staff must return all keys and/or pay fines for lost keys before Clearance certificate will be signed.
- Departments waiving the clearance certificate procedure will be held responsible for keys not returned along with any costs associated for re-keying.
- Departments will be held liable for keys not returned by auxiliary staff, volunteer faculty/staff and coaches.

## Student Obligations

- Issuing department must authorize student keys on a semester-to-semester basis.
- Possession of unauthorized keys will result in an academic freeze.



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## General Information

- Loaning and lending of keys is prohibited.
- Lost/misplaced keys must be reported to Key Issue immediately.
- Persons in possession of unauthorized keys may be guilty of a misdemeanor as outlined in the California Penal Code §469.
- Only one key per lock is issued to an individual. The Director of Facilities Management and/or the Associate Vice President of Physical Planning/Facilities Management under limited circumstances will consider justification for multiple keys.

If you have any questions regarding keys, please contact Key Issue at (562) 985-8246.

**FORMS:** NA