

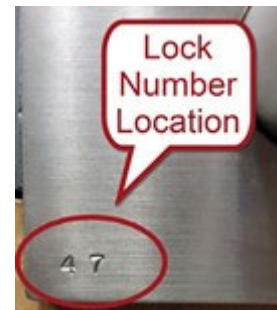
# CSULB Key Request Form

## Instructions:

Prior to requesting keys for Faculty, Staff, Students or Contractors, please refer to Beach Building Services Key Control Policy for information on key related services

## For Each Key Being Requested:

- Fill out the exact hook
- Fill out the Key Type
- Fill out the building
- Fill out the Room



## Picking Up and Returning Keys:

- When picking up keys, please wait for an email from Beach Building Services to notify the Designated Key Control (DKC) person or person issued keys that the keys are ready for pick up
- When returning keys, please return keys before the expected return date to avoid charges and help keep our campus secure

## Requesting Keys and Key Levels

- To issue the appropriate keys, signatures of approval are required. These signatures are dependent on the level of the keys:

Key Levels	Types of Keys Issued	Signatures Required
Level 3	Grand Master or Master Key	VP Division of Administration & Finance, AVP of BBS and the Dean or Division
Level 2	Sub-Master or Exterior	BBS FM Director and the appropriate Dean or Division AVP
Level 1	Operating Key	Department Head, Facility Coordinator or Designated Key Coordinator
Key Type and Descriptions		
Key Type	Key Description	
Grand Master	Opens multiple locks in multiple buildings	
Master	Opens all doors in a building, including exterior doors	
Sub-Master	Opens multiple locks in a building	
Exterior	Opens exterior door(s) in a building	
Operating	Opens office doors, work areas, or suites	

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## Lost Keys and Associated Fees

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The table below shows the cost for replacing keys and fobs. The replacement costs are outlined for both faculty/staff/students as well as contractors.

<b>Key Replacement Cost Schedule</b>		
<b>Type of Key to Replace</b>	<b>Cost for Replacement</b>	<b>Contractor Deposits</b>
Grandmaster	\$1,000	\$1,000
Building Master	\$500	\$500
Sub-Master	\$300	\$300
Exterior Key	\$150	\$150
Change Key	\$100	\$100
Fob/Card	\$50	\$50
All Other Keys	\$25	\$25
Remove Electronic Key Codes	\$35	

## Key Issue Location and Hours of Operation

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<b>Key Window Hours</b>
Monday through Friday
8:00 a.m. to 5:00 p.m.
Open during lunch hours
<b>Key Issue is located in</b>
<b>Beach Building Services at</b>
<b>1331 Palo Verde 562-985-1807</b>

**California Penal Code 469:** *Any person who knowingly makes duplicates, causes to be duplicated, or use, or attempts to make, or has in their possession any key to a building or other areas owned, operated or controlled by the State of California, or any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or their designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.*