



San José State
UNIVERSITY

* Facilities Development & Operations * One Washington Square * San Jose, CA 95192-0010 *
* Telephone: 408-924-1950 * Fax: 408-924-1981 *

Request for Building Access Card Instructions:

The building access card will be required for any member of the campus community who will need to access buildings after hours and on weekends. The Appropriate Administrator or Dean will approve the access level, times and building selection.

Complete top portion shaded areas of the Card Request Worksheet.

Name: Fully print name of applicant to include middle initial if applicable.

Department: Completely fill in the Department Name, no abbreviations.

Building: Provide buildings that the applicant will need to access. This can be by building or entire campus, as the system will allow multiple levels of access to each building. For example:
a. Science and Duncan Hall.
b. All Buildings.

Access Hours: Provide hours you want the applicant to have access. Times can be adjusted as needed. For example:
a. 24 x7 Allows access to selected buildings at all times.
b. Saturdays Only 8:00 am to 12:00 pm.

SJSU ID #: Utilize your SJSU Employee number. **Do Not** utilize SS number.

Work Phone: Office Number

Supervisor: Name of your immediate Supervisor.

Dean/ Dept Head: Name of the Department Head / Dean. Can be the same as Supervisor.

Pin #: **Not Required**

Select Student, Faculty, and Staff appropriate box.

Select New Issue.

Provide address: SJSU address can be utilized, prefer home address.

Home Phone: SJSU number can be utilized, prefer home phone number.



San José State
UNIVERSITY

SAN JOSE STATE FACILITIES DEVELOPMENT & OPERATIONS CARD KEY REQUEST WORKSHEET

NAME:			CARD	S2 –
Last Name	First Name	M/I	KEY #:	D2 –
DEPARTMENT:			WORK PHONE:	
BUILDING(S):			SUPERVISOR:	
ACCESS HOURS (Check One): <input type="checkbox"/> 24/7 <input type="checkbox"/> Other Hrs: _____			DEAN/DEPARTMENT HEAD:	
SJSU I.D. NUMBER:			PIN # (4 digit numbers only):	
Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Vendor <input type="checkbox"/> Other <input type="checkbox"/>				
New Issue <input type="checkbox"/> Modify Existing <input type="checkbox"/> Replacement (Damaged) <input type="checkbox"/> Replacement (Lost) <input type="checkbox"/>				

CARD KEY DEACTIVATION DATE: _____

ADDITIONAL INFORMATION

HOME ADDRESS:	HOME PHONE:
CITY/STATE/ZIP:	MESSAGE PHONE:

Card Key Holder Responsibilities

1. Ensure the door is secure after entering and exiting the building. Only the assigned card holder is allowed access into the building after hours and on weekends. Sharing access cards is strictly prohibited. Do not prop building entry doors open for anyone or any reason.
2. If your electronic key card is lost or stolen, please call the FD&O Lockshop and Key Control Department at (408) 924-7100 immediately, so that it can be removed from the system. There will be a \$10.00 replacement fee for lost cards. If you have any questions or concerns, please call the Locksmith Supervisor at (408) 924-7101. Lockshop FAX # (408) 924-7223. Picture I.D. is required when receiving any card key.
3. California Penal Code Section 469 addresses the unauthorized making, duplicating or possession of keys to public buildings. Specifically, it states that any person who knowingly makes, duplicates, causes to be duplicated, or used, or attempts to make, duplicate, or use, or has in his possession and key to a building or other area owned, operated or controlled by the State of California, 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 his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.

By signing below I acknowledge that I understand my responsibilities as the Card Key Holder with the access card.

Requestor's Signature

Signature of Dean or Division Head

RECEIVED BY: _____ DATE: _____