

Key and Building Card Request Procedure Nutrition, Food Science, and Packaging Department

Please read before completing the request form (linked below):

For Section 2 on the Key & Building Card Access Form, select 'New Key' unless you are requesting a key to any part of the Health Building. For Health Building access you need to select "Modify Card Access" as the Request Type.

Access in the Health Building uses your ID card as an access key instead of traditional keys. Traditional keys can be obtained if the requestor prefers, but Facilities prefers us to have key card access.

Procedure

1. Requestor must fill out the linked form and return it to the Department Coordinator via email. http://www.sjsu.edu/fdo/docs/SJSU_Key_and_Card_Request_Form.pdf
2. The Department Coordinator will forward the application to the Dean's office and CC the requestor in the email. The Dean's office will forward the signed form to Facilities.
3. When Facilities has completed your request, they will send you an email informing you that your keys or access is ready.

Frequently Asked Questions

Q: What do I do if I have not received an email from Facilities saying I have access and I submitted my form a while ago.

A: Let the Department Coordinator know via email, so she can check if the Dean forwarded the paperwork or if any problems occurred with the process.

Q: What do I do if Facilities emailed saying I should have card access, but I don't?

A: Please contact Facilities via email (workcontrol@sjsu.edu) or telephone (408-924-1950).

Q: What do I do if my traditional key does not work?

A: Please contact Facilities via email (workcontrol@sjsu.edu) or telephone (408-924-1950).