Key & Building Card Access Request Form

Print

Revision: **Jan. 2014**

Section 1: Identification – Enter information of the Key Holder requesting key(s) / card access credential(s)

Instructions: SJSU Personnel must take responsibility for keys issued to non-SJSU personnel (ie Volunteers). In such cases provide the information of the SJSU employee taking responsibility for the keys. Check "Other," and in the field to the right of that box provide the name of the volunteer/contractor who will receive the key(s) or building card.

Bousquet	Gisele		06/22/2016
Last Name	First Name	MI	Date

011528517	Anth Dept./CoSS	(510) 652-1006	bousquetg@mindspring.com
Tower Card No.	Department & Division/College & Phone No.	Phone (Key Holder)	Email (Key Holder) – Required*

Check One: ☐ Staff ☑ Faculty ☐ Student ☐ Other - Specify: (Volunteer/Contractor) _____

Section 2: Request Type – Enter the type of request

Check all that apply: ☐ New Key ☐ New Building Card ☐ Modify Card Access ☐ Transfer Dept./Building ☐ Damaged Key/Card ☐ Lost Key ☐ Lost Card

Section 3: Building Access – List Buildings and Rooms Requiring Access

Instructions: Provide Building and Room Number requiring access. For Card Access complete necessary Field below and provide any additional information in the appropriate field.

Provide Building & Room No. Only		FOR FD&O USE ONLY		
Building	**Room No.**	**Key/Card No.**	**Serial No.**	**Initials**
Clark Hall	469			
Clark Hall	461			

Provide Building & Room No. Only		FOR FD&O YSE ONLY		
Building	**Room No.**	**Key/Card No.**	**Serial No.**	**Initials**

Additional Information: INCLUDE BUILDING CARD ACCESS DEACTIVATION DATE/ADDITIONAL INFORMATION AS REQUIRED

Section 4: Submission Instructions/ Key Holder Responsibilities/Required Approvals

Submission Instructions (Options):

Email: Complete the form electronically and have your Supervising MPP for their electronic signature. The MPP will email it directly to workcontrol@sjsu.edu. The MPP is required to include their Tower Card No. for verification of Authorization.

Print: Print the completed form, have it signed by your Supervising MPP and submit to FD&O Front Desk located in Corporation Yard Building "A", located off of San Fernando Street.

Pick-up: Anticipate 5 business days from submission of form to FD&O for key/card to be ready for pick up.*

All Key Holder/Authorizers shall read the following:

1. University issued Tower Cards are required for issuance of any keys/cards, exceptions must be approved by FD&O in advance. If the key/card is for a vendor or contractor a University MPP must sponsor them and take responsibility for returning the keys. A university representative shall complete the form and be present when picking up the key/card to sign the document.
2. Ensure you have your key at all times, as **the Lock Shop is <u>not</u> authorized to open or unlock private offices or buildings on your behalf.**
3. Ensure the door is locked after exiting the room. Only the assigned key/card holder is allowed access into the building after hours and on weekends. Sharing keys or cards is strictly prohibited. Do not prop building or room entry doors open at any time.
4. If your electronic key card is lost or stolen, please call the FD&O Service Desk immediately at (408) 924-1990, so that it can be removed from the system. There will be a personal replacement charge for each lost key and card to be paid at the bursar's office/cashier. See FD&O website for schedule of charges for keys and cards.
5. California Penal Code Section 469 prohibits the unauthorized making, duplicating, use, or possession of keys to public buildings.

Print Name of Supervising MPP – Provide Tower Card No.	Signature of Supervising MPP (required)	Date

Section 5: FOR FD&O USE ONLY - Key Holder Issuance and Acknowledgement of Responsibilities

Print Name of Key Holder upon Issuance	Signature of Key Holder (required)	Date

Available online at http://www.sjsu.edu/fdo/

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***Emails will be sent to Key Holder when keys are ready for pick up. Keys will be available for 30 days from time of communication.**