

Palomar College Facilities Office

Restricted Key/Access Card Request Form

PLEASE PERUSE THE KEY SYSTEM REGULATIONS WHICH ARE LOCATED ON THE FACILITIES DEPARTMENT'S WEBSITE: WWW.PALOMAR.EDU/FACILITIES/

Key/Access Card Requested for: _____ Date: _____

Department: _____ E-mail: _____

Employment Classification – Select One Box Only:

- Adjunct Faculty
 Permanent Faculty
 Administrator
 CAST
 Classified
 Temporary
 Student* (requires VP signature)

Once your request for key(s)/access card has been processed, the employee, their Academic Department Assistant and/or Secretary, Staff Aide/Staff Assistant for non-instructional departments, will receive an email indicating that the key/access card may be picked up from the Facilities Office (to obtain your keys, please provide proper **photo identification** otherwise we cannot provide you your key(s)/access card).

KEY REQUEST (Each employee will only be issued one key per room)

FACILITIES USE ONLY KEY NUMBER	BUILDING	ROOM NUMBER

ACCESS CARD (Each employee will only be issued one card)

FACILITIES USE ONLY CARD NUMBER	BUILDING	ROOM NUMBER	ACTIVATION DATE	DEACTIVATION DATE (upon termination, end of a semester, specific date, resignation or retirement)	ACCESS LEVELS	Examples of Access Levels: 8-5 M-F 24x7 (all days except holidays) 24x8 (all days including holidays)

AUTHORIZATION

Department Chair or Supervisor Approval Date

Administrative Approval (Director or Dean) Date

FACILITIES USE ONLY		
RECEIVED DATE/INITIALS	ISSUED BY/INITIALS	DATE COMPLETED

Key/Access Card Holder's Signature (upon receipt of key(s)/card) Date