



# Key Request and Agreement

Date of Request \_\_\_\_\_ Employee ID (EIN - Required) \_\_\_\_\_

Employee Name (Print) \_\_\_\_\_ Ext. \_\_\_\_\_ Dept. \_\_\_\_\_  
(Students are not allowed keys to any SRJC Facility) (Mail Box)

Title/Job Description \_\_\_\_\_ Email \_\_\_\_\_

Reason For Request New Hire Location/Dutychange  
(for other reasons, please Contact FacOps office) Lock Change Lost Key(s) - Report loss to District Police, then contact FacOps

Building Name (Where Keys Will Be Used) \_\_\_\_\_

Rm or Key # \_\_\_\_\_ Rm or Key # \_\_\_\_\_ Rm or Key # \_\_\_\_\_ Rm or Key # \_\_\_\_\_

Notes \_\_\_\_\_

Approved by \_\_\_\_\_  
Dept Chair (Signature) (PRINT) Date  
\_\_\_\_\_  
Supervising Administrator (PRINT) Date

Form Prepared By (Required)  
Requester as above  
Other (Print) \_\_\_\_\_@santarosa.edu Ext. \_\_\_\_\_

-----FACOPS USE ONLY-----

Your keys are ready to be picked up at the Facilities Operations Office, building 3400. 707-527-4231  
Office hours are Monday – Friday, 7:30am – 4:30pm.  
Keys not collected within 45 days will be cleared from system after which a new request must be sent.

**VALID ID REQUIRED – SRJC ID NOT ACCEPTED**

Key Req# \_\_\_\_\_ Keyholder# \_\_\_\_\_

Key Stamp# \_\_\_\_\_

Date \_\_\_\_\_

- Duplication of keys is strictly prohibited per CA penal code sec.469
- Keys may not be loaned or transferred for any reason.
- Keys must be returned as soon as possible when area accessed is no longer required due to separation from the college or change in job duties.
- Only return keys to Facilities Operations, Human Resources, Campus Police, or upon demand of authorized agent of the Sonoma County Junior College District.

I acknowledge that I have **read and understand** this agreement and **received the keys listed**

Sign here **WHEN RECEIVING KEYS** \_\_\_\_\_ Date \_\_\_\_\_