

**College of Alameda  
Request for Access to Rooms**

Date: \_\_\_\_\_

Issue keys/smart classroom door access to: \_\_\_\_\_ ID: \_\_\_\_\_  
Print Name Employee ID #

Code on back of employee ID card: \_\_\_\_\_

Employee phone number: Office \_\_\_\_\_ Cell \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

List requested access by listing room numbers. Faculty classrooms will be confirmed by the Office of Instruction:

\_\_\_\_\_  
\_\_\_\_\_

First Level Manager Name/Approver: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please Print Name

Date Signed by First level manager: \_\_\_\_\_

Vice President Approval: \_\_\_\_\_ VP Signature: \_\_\_\_\_  
Please Print Name

Date of Vice President Approval: \_\_\_\_\_

Date keys picked up: \_\_\_\_\_ Signature of employee picking up keys: \_\_\_\_\_

Signing below indicates that you have read and agree to follow the policies stated below:

- Board Policy 3501 Campus Security & Access states that all district facilities will be closed to entry to all non-police personnel during non-business hours. **I agree to remain off campus during non-business hours unless I have written consent from the Director of Business & Administrative Services.**
- Keys are the property of Peralta Community College District. **I agree to return all keys and ID electronic access cards at the termination of my employment.**
- Lost keys or ID access cards will be reported immediately to the Business & Administrative Services Office. **I will report all lost or stolen keys or ID access cards immediately. I agree to reimburse the College of Alameda for any lost or stolen keys. Reimbursement costs will be determined by the college and will be based on actual costs of replacement.**
- Installing or changing locks and fabricating or duplicating keys is strictly prohibited. **I agree to never change locks or duplicate keys.**
- All faculty and staff are responsible for maintaining building security. **I agree to not prop doors open or leave doors unlocked when rooms are not in use.**

**I agree to abide by these policies. If I lose keys I agree to reimburse the College of Alameda for any charges incurred to replace the keys or change the locks.**

\_\_\_\_\_  
**Employee name printed**

\_\_\_\_\_  
**Employee Signature**

College of Alameda

Key ID Access Card Procedures

Employee must date and initial when keys are picked up and returned.

- 1. Keys will be issued by the Sr. Storekeeper.
- 2. Access entry request forms can be obtained by contacting the College receptionist located in the Administration building.
- 3. Access entry request forms must be signed by your supervisor and Vice President. Access will be approved on an "as needed" basis.
- 4. After obtaining signatures, drop access entry request form at reception desk in Building A.
- 5. Access entry request forms will be completed within 48 hours. If keys must be made, you will be contacted by the Sr. Storekeeper as to the approximate time keys will be ready for pickup.
- 6. Keys can be picked up at the reception desk in Building A. Be sure to include your contact information so you may be contacted when your request has been fulfilled.

Room Number (s)	Key #	Date Issued	Employee Initial	Date Returned	Employee Initial

Employee must sign for each key issued and returned by indicating the date of issuance and initialing the form.