

Keys and Building Access Guidelines

Administrative Assistants and/or Supervisors for each department can request keys for all new faculty, graduate assistants, and staff by completing the key request form online through Facilities. Once your request has been filled out, signed, and sent into Facilities, please do the following:

- Call the Facilities Department to see when your key will be ready for pick-up (walk-in hours are from 3:30-4:30 pm on most days).
- Remember that hard keys and intellikeys need separate forms.

Procedures to Follow:

- When updating keys, remove all rooms not needed from the request.
- Faculty/staff keys have a three-year expiration date.
- GA keys will expire on August 31 of each year. Keys should be turned into the Administrative Assistant for that department, unless the GA is working over the summer, in which case, they can keep their key.
- Departments take responsibility for any lost or damaged keys (a \$25 fee is attached).

Please note, the Dean's Office will keep track of key requests, key updates, and separated employees from the SOE.

For keys no longer needed, please return keys to the Lock Shop in Facilities.

For separated employees:

- Department Chairs/Administrative Assistants will be responsible for obtaining keys from all employees who leave the Unit. Do not hold onto keys and reassign them to someone else.

Building Access:

Only those, faculty, and staff, working in the SOE and Curry Building will be granted building access. GA's are not allowed access to the building outside of normal hours.

Conference Room and Classroom Access:

Only certain individuals in the Dean's Office and the Administrative Assistants in each department have access to opening and closing conference rooms. For safety reasons and other liability, these rooms must be reserved and otherwise will be closed to minimize outside traffic and occupancy.

After-hours meetings needing access to conference rooms, or classrooms, will need to follow protocol in contacting Campus Police (non-emergency line) for access. If you have needs for a conference room or meeting after-hours, please let the Administrative Support in the Dean's Office know, so proper access can be requested.