



Business & Administrative Services

KEY REQUEST FORM

*** IMPORTANT ***

- Faculty - Email nkeeles@peralta.edu with approval from the Department Chair, Dean, or EVP.
- Staff - Email nkeeles@peralta.edu with approval from the first-level manager.

Main Campus | 2050 Center Street

BCC West | 2118 Milvia Street

1. REQUESTER INFORMATION

Date of Request

Employee Name

Job Title

Phone / Extension

Employee ID

Department

Peralta Email

Supervisor / Manager

Classification

Faculty

Classified

Administrator

Other

Preferred Contact

Email

Phone

2. REQUEST DETAILS

Request Type

New Key

Additional Key

Replacement Key

Key Return

Other

Key Number (if known)	Qty.

Key Issuance Procedures

1. Keys are issued by the Berkeley City College Business Office.
2. The Key Request Form may be obtained from Room 141 or the BCC website.
3. Forms must include the required approval signature. Access is approved on an as-needed basis.
4. After approval, return the completed form to the Business Office, Room 141, first floor.
5. Allow up to three business days for review. If a key must be made, the Business Office will notify you when it arrives.
6. Keys are picked up in Room 141. Include complete contact information so you can be notified when the request is ready.

Employee must date and initial when keys are issued and returned.

3. REQUIRED APPROVAL

Faculty requires one approval from Chair/Dean/EVP. Classified staff and administrator requests require first-level manager approval.

Faculty - one approval:

Chair

Dean

EVP

Date

Classified Staff / Administrator - First-Level Manager

Date



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4. EMPLOYEE CERTIFICATION

By signing below, I acknowledge Board Policy 3501 and agree not to enter or remain on campus during non-business hours without written approval from the Director of Business & Administrative Services. District keys must be returned when employment or access ends; part-time instructors and counselors not returning the following semester must return their keys to the Business Office. I will immediately report lost or stolen keys or ID access cards, will not change locks or duplicate keys, and will maintain building security by keeping unused rooms and doors secured.

I agree to pay the following replacement fees for lost or stolen keys: Master Key - \$60; Sub-Masters - \$40; Classrooms/Office - \$20.

Employee Signature

Date

5. KEY ISSUANCE RECORD

Employee must date and initial each key at the time of issued.

Key Number	Qty.	Date Issued	Employee Initials	Issued By

6. RETURNED KEY SECTION

Employee must date and initial each key at the time of returned.

Key Number	Qty.	Date Returned	Employee Initials	Received By

7. BUSINESS OFFICE USE ONLY

Date Received

Received By

Approved

Denied

Pending / On Hold

Processed By

Processing Date

Notes

Submit completed forms to Business & Administrative Services, Office 141.

Key pickup/return: 9:00 AM-4:00 PM | nkeeles@peralta.edu | 510-981-5090