

ADVANCED MANUFACTURING CENTER CCD KEY/CODE USE AGREEMENT

I agree to abide by all the terms outlined in this CCD KEY/CODE USE AGREEMENT. Failure to comply with terms and conditions may result in revocation of privileges. Keys remain the property of CCD at all times and must be returned if: The employee transfers to another department or building, the employee is terminated, retires or resigns or Requested by an appropriate supervisor. I authorize CCD to charge me consistent with the above policy.

Check appropriate box: Admin Staff Faculty Other

Employee Name: _____ Employee S#: _____

Employee Signature: _____ Date: _____

Department Head: _____

Department Head Signature: _____ Date: _____

Signature Approval of Director of Facility Services: _____ Date: _____

Keys or Codes Issued: _____

Building: _____ Rooms: _____ Other: _____

Key Number: _____ Code Issued: _____

Important Reminders to Door key holders

The key you have received remains the property of CCD's Facilities Department. You are responsible for its security and use. You are reminded that:

1. WHEN NO LONGER REQUIRED, THIS KEY MUST BE RETURNED TO CCD'S FACILITY SERVICES OR HUMAN RESOURCES, RATHER THAN TO YOUR DEPARTMENT.
2. If this key is lost/stolen/broken, you must IMMEDIATELY notify CCD's Facilities Department at CCD.FacilitiesMailbox@ccd.edu and also inform the CCD Department you work under. A nonrefundable fee \$25.00 is charged for replacement of a lost key.
3. You may be charged for the cost involved with any re-keying deemed necessary due to the loss of the key.
4. This key may not be duplicated, altered or reproduced in any way.
5. Keys may not be transferred or loaned from one individual to another.
6. Building security codes are not to be shared.
7. Building must be locked and the alarm armed after official business hours to maintain its security and contents.