

Community College of Denver's Key Request Process

Steps for completing the key request process:

- Download the key request form; you can obtain the form from CCD's Facility Management Services web page, CCD's document library, AHEC's website [Download now](#) or at <G:\CCD Common\Key Requests> titled "AHEC's Key Request Form".
- After you have filled in all fields marked with an * with your information, electronically sign the form. You will need to save your key request form on your computer or on the G Drive at <G:\CCD Common\Key Requests>. The file should include your last name in the title of the file.
- Be sure to read the section affirming "I HAVE READ & AGREE TO THE CONDITIONS BELOW" on the form. The signature line in this section ***must*** be signed electronically by the requestor.
- Once saved, the department's designated signing authority will need to electronically sign the completed form. The designated signing authority will be a director or higher level position. Your office administrator can advise you the designated signing authority is for your department. Either forward the completed form to the designated signature authority or, if saved in the CCD Common file for key requests, inform him/her that it is ready in that file for their signature.
- After signing your request, they will need to be saved on their computer or in the shared G Drive folder. Please keep the employees last name of the requestor in the title of all key request files.
- Once the form has been completed and all digital signatures collected, it should be forwarded, by e-mail to Debra Steinbach (debra.steinbach@ccd.edu) or Kevin Seiler (kevin.seiler@ccd.edu). If it has been saved on the G Drive in the CCD common file for key requests, e-mail Debra or Kevin, informing them that it is in the folder and ready for processing to AHEC's Access Control.
- Access Control's turnaround time is three days for all correctly submitted key requests. Once the key is ready for pick up the phone number listed on your form will be called.
- All door keys that are no longer needed must be turned into AHEC's Access Control Department. Please turn into CCD's Facility Services in CLR104 or Human Resources.