

7005.

ADMINISTRATIVE REGULATIONS ON  
BUILDING ACCESS AND SECURITY

7005.1 The Director of Facilities shall be responsible for administering these regulations.

The need for access shall be the underlying principle in determining who shall have keys or other access devices to District facilities. In consultation with the appropriate department head(s) and Deans/Directors, the Facilities Department shall design a key system for each college building that will provide access to all authorized faculty and staff and at the same time provide security for areas containing valuable property or records.

7005.2 Keys will be issued only to officers or employees of the District and to outside contractors who must have access to service areas. Keys shall not be issued to students. Any keys essential to the work of student employees shall be checked out to the student as needed at the beginning of the work shift and checked in at the end of the work shift.

7005.3 Keys will be issued only where there is an actual need for an employee to have access to a facility to properly perform his/her work.

7005.4 Keys will be issued only after a key request form has been completed and approved by the appropriate department head, Dean/Director or other authorized administrator. Requests for plant master keys shall be accompanied by written justification and require the approval of the Director of Facilities. Facilities will notify the requestor when the Key/Omni is ready for pick up from the Facilities Department (Building Z, LAC). Keys will be held for 30 days from the date of notification to the requestor. Key issuance hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday. Key/Omni pick-up requires at least a two-hour notification to the Facilities Department. Keys for the PCC campus are issued by the appropriate Dean's office at the PCC campus. Only the original requestor can pick up their key or code by showing picture identification. Note: Identification is always checked with no exceptions. Each employee is responsible for becoming familiar with the building access and security policy and administrative regulations. Department heads, Deans/Directors, and other authorized administrators are responsible for ensuring that employees comply with the policy and administrative regulations.

7005.5 Under no circumstances shall keys be transferred to or loaned to an unauthorized person. Omni codes and District keys are the property of the Long Beach Community College District and shall not be duplicated by anyone other than facilities personnel. These items are intended solely for District use and safeguarding, and should not be loaned to any other person.



The Facilities Department will be responsible for maintaining records for issuance and use of all keys and Omni codes.

- 7005.6 Upon transfer or reassignment within the District, the employee shall turn in keys that are no longer needed and request the required new keys. This process shall be the responsibility of the appropriate department head and/or Dean/Director to facilitate, and keys should be returned to the Facilities Department. If an employee is returning keys and is still employed with the District, the Facilities Department must be notified at least two hours in advance. If an employee is retiring from the District and is signing out, an appointment must be scheduled with the Facilities Department at least 24-hours in advance. Any distribution of keys and Omni codes to outside of issuance hours requires contacting the Facilities Department to make pick up arrangements, preferably with a 24-hour advance notice.
- 7005.7 Temporary faculty shall be assigned keys only as required for their assignment. Temporary faculty shall turn in keys at the end of each session as part of a check-out procedure unless they are assigned to teach during the next session and will need the same keys in their upcoming assignment.
- 7005.8 District employees on unpaid leave of absence in excess of three months must turn in keys prior to leaving. District employees may be required to turn in keys during other paid and unpaid leaves. The Director of Facilities shall make a determination regarding when keys need to be returned during paid and unpaid leaves of less than three months.
- 7005.9 Keys issued to outside contractors shall be returned to the Facilities Department when the contractor's work is completed and building access is no longer required.
- 7005.10 When keys are lost or stolen, key and Omni cardholders shall immediately notify their immediate supervisor and the Facilities Department. Before replacement keys will be issued, the proper forms must be completed concerning the incident. Charges for lost keys will be \$25 per key or \$50 per master key.

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