



# FACILITIES SERVICES

Date: September 17, 2001  
To: All Department Heads  
From: Suzanne P. Gold, Director of Facilities Services  
Subject: KEYS

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With the beginning of the new semester, I thought this would be a good opportunity to restate Barnard's policies regarding the distribution of keys. It is important that they be followed since the security and safety of everyone is affected. Please be advised of the following:

Keys to all academic buildings are given out in the Facilities Services Office, 105 Barnard Hall, mezzanine level. In a majority of cases, the key will be issued immediately, unless the key is part of the Best Key system or we are out of that particular key. You may wish to contact the office (x4-8990) in advance, to check.

A letter authorizing a key must be provided by the appropriate department head, written on **department letterhead** and specifying the **room number**. No master or semi-master keys will be given out.

Key hours are **Monday-Friday, 10 a.m.-12 noon and 2 p.m.-4 p.m.**

The individual who will be using the key must come to Facilities Services in person to sign the key card.

Students pay a \$2 refundable deposit for each key, at the Bursar's Office, after first filling out a request form at Facilities Services. This also applies to graduate teaching assistants.

If a key is lost the responsible individual must have the department head's letter of explanation in order to pick up a replacement. A \$5 (\$10 for BEST keys) replacement fee per key will be charged. The fee is payable at the Bursar's Office, after first filling out a request form at Facilities Services. If the loss results in locks' needing to be changed, there is an additional cost ranging from \$10-\$50, depending on the cylinder(s).

If an employee leaves her/his keys at home or is locked out; **Security** must be contacted for access.

Keys that access the Altschul garage must have the approval of the **Security Office**.

When a student or faculty or staff member leaves Barnard, her/his keys must be returned to Facilities Services. The department head is responsible for ensuring that this is taken care of. Please do not retain a staff member's keys to hand on to her/his replacement. This compromises the integrity of the system.

Thank you for your cooperation.

cc: W. Plackemeyer



## KEY REQUEST FORM

**TO:** Facilities Services  
**FROM:**  
**SUBJECT:** Keys  
**DATE:** September 19, 2001

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Please issue keys to \_\_\_\_\_, a [faculty member, staff member, graduate teaching assistant, student] in the \_\_\_\_\_ department. This [faculty member, staff member, graduate teaching assistant, student] can be contacted at the following: \_\_\_\_\_

Building

Room

Key Number

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[DEPARTMENT HEAD'S SIGNATURE]