

KEYS

Adjunct Faculty are issued keys from the School office.

At the end of each semester, Adjunct staff will return their keys to the school office. Administrators and classified staff will turn in their keys to the Human Resources Office upon checkout.

Faculty is responsible for locking offices, classrooms, and storerooms after use.

If keys are lost, the staff member must write a memo to their dean/supervisor listing the keys lost, when they were lost, and if possible, an approximate location. The dean must then approve the memo and forward it to the Facilities Office.