California State University, Hayward
Office of the Vice President
Administration and Business Affairs

Memorandum

August 28, 2002

TO: Vice Presidents,
Deans, Directors, Chairs

FR: Richard S. Metz
Vice President for Administration and Business Affairs

RE: Revised Procedure for **After Hours Key Pick Up**

Effective Date: September 3, 2002

In an effort to provide more convenience for lecturers and other new employees who wish to claim their office keys in evening hours, the Departments of Public Safety (DPS) and Facilities Management (DOFM) have revised their After Hours Key Pick Up procedures. Effective September 3, 2002 employees will have several days to claim keys in evening hours from DPS. The expectation is that hiring departments will submit timely Key Requests to the Campus Locksmith to allow for preparation and delivery of keys.

Please contact my assistant, Ron Kihara if you have any questions.

California State University, Hayward
Office of the Vice President,
Administration and Business Affairs

Procedure for After Hours Key Pick Up

Effective September 3, 2002

1) Departments initiate a Key Request giving the Campus Locksmith a minimum of 5 working days to prepare the key. In addition to the Key Request, department personnel will submit a memorandum to the Department of Facilities Management (DOFM) with the following information:

   "After Hours Key Pick Up for (Employee's Name), Department, and Date of Expected Pick Up."

2) Locksmith prepares key and delivers it with inventory card to the Department of Public Safety for release to employee.

3) DOFM staff keeps a record of all keys delivered to DPS.

4) DPS receives key and inventory card on the expected date of employee's visit.

5) DPS issues key and returns signed inventory card to DOFM.

6) If employee fails to claim key on scheduled date, DPS retains key for an additional 7 days before returning key to DOFM.

Example:

Professor Kim Doe, History Department, requests after hours pick up for September 30. DOFM receives a memorandum with the Key Request not later than September 23. DPS receives key and inventory card on or before September 30. If unclaimed, the key is returned to DOFM on October 8.