

# FACILITIES & PLANNING SERVICES (F&PS)

## Card Access and Key Request Procedure

Effective Date: July 29, 2015

**Revision Date: October 5, 2023**



**Purpose:** The primary responsibility for management of the card access and key control systems rests with F&PS. NOTE: only CBU Faculty/Staff may request card access or keys. **Card access will not be activated and keys will not be issued without proper approvals.**

### Card Access Request Procedure:

- Go to: <http://insidecbu.calbaptist.edu/ics> ; after logging in, click on the Facilities tab.
- On the left side column, proceed to the **Maintenance & Operations** page.
- On the left side column, proceed to the **Key & Card Access** page.
- In the **General Information** box, is the link to the **Laserfiche Card/Key Access Form**
- Fill out form completely and submit.
- In most cases, access will be activated within 3 business days of receipt of approved request by F&PS.
- F&PS will notify the Requestor *via e-mail* when the card access has been activated.
- If requesting card access for students, please provide the class number and schedule time frame for proper activation and access parameters. If the card access request is for a student worker, please provide the access timeframe (including end date) that accommodates their work schedule.
- To follow up on status, please email the following: [locksmith@calbaptist.edu](mailto:locksmith@calbaptist.edu) and [accessrequest@calbaptist.edu](mailto:accessrequest@calbaptist.edu) .

### Key Request Procedure:

- Go to: <http://insidecbu.calbaptist.edu/ics> ; after logging in, click on the Facilities tab.
- On the left side column, proceed to the **Maintenance & Operations** page.
- On the left side column, proceed to the **Key & Card Access** page.
- In the **General Information** box, is the link to the **Laserfiche Card/Key Access Form**
- Fill out form completely and submit.
- In most cases, keys will be made within 3 business days of receipt of approved request by F&PS.

- F&PS will notify the Requestor *via e-mail* when the key is available for sign-out and pick up by the recipient (“Owner”) ***in the F&PS office, located in Building 16 on campus.*** *It is mandatory that the owner pick up their key in-person, during normal business hours (M – F, 8am – 5pm).*
- If transferring departments, all keys not required in the new position must be returned to F&PS or Human Resources. A new key request must be submitted for the employee to obtain the proper keys.
- All keys must be returned to Human Resources when leaving the employment of California Baptist University.

**PLEASE BE ADVISED:**

- Access will be de-activated upon completion of class or graduation (for students), or termination of employment (for student workers, faculty and staff).
- Once a student worker has terminated employment, please contact F&PS/University Card Services to have their card access de-activated for the specific areas related to their employment.
- Loss of issued access cards or CBU ID cards will result in a replacement charge (determined by University Card Services).
- Keys can only be issued to the faculty/staff member they have been approved for (no substitutions allowed).
- Keys will not be issued to students. If a department needs a key for student workers, a staff or faculty member will need to be the recipient Owner of the key.
- Loss of keys may result in a replacement charge (*typically \$10 per key*). If a rekey is necessary, charges may be calculated (*starting at \$50*) depending on the number of doors to be rekeyed.
- **Under no condition should access cards or keys be loaned to unauthorized personnel.**