

# KEYS



## **Classrooms**

Faculty members may obtain keys for classrooms, and other areas for which they will need access by completing a *Key Request Form*. The same form is used to request an alarm code. Please request the form from Carlota Vidrio, the Administrative Assistant for the School of Humanities. Once complete, she will ask the dean to approve the request and submit it to the district staff. District staff deliver keys to the campus police who then notify you when the keys are available to be picked up from their office. Keys should be returned at the completion of your assignment.

## **Alarm**

Many rooms on campus are alarmed. A code is required to deactivate the alarm in each room that is alarmed. When submitting your key request, please ensure that you complete the section of the form for the alarm code as well. Otherwise, you may get the key, but no alarm code. Each individual is issued a unique code that should be kept private. The code should be used to deactivate and activate alarms when entering and securing a classroom.

## **Media Stand/Podium Keys**

“Smart Equipment” is kept in each “Smart Classroom” in a media stand that is usually located at the front of the room. The stands should be locked between classes.

Keys for the stands are issued by the Learning Resource Center staff. Currently, there is not a universal key, so a key that opens one podium may not open others. Discussions are underway to have a lockbox or universal key. Stay posted.

## **To Lock or Unlock/Close or Leave Open**

Classroom doors may be left unlocked between classes. Particularly in the newer buildings on campus, the HVAC system is delicate and the temperatures in the entire building can be impacted by just one classroom. In order for the air conditioning to operate properly, please keep the classroom doors closed during and between classes. They should not be propped open. Propping the door open decreases the opportunity for any of the rooms in the building to be cooled.

The last person in a classroom for the day should ensure that:

1. All equipment (overhead projectors, etc.) and the computer is turned off
2. The media cabinet is closed and locked
3. The door alarm is set
4. The classroom door(s) locked

## **Problems**

1. Wrong Key - Contact Campus police
2. Door handles - Contact Facilities
3. Alarm problems - Contact Campus police