

Key Distribution for Credit Associate Faculty
Teaching On-Ground at the Oceanside Campus
Fall 2023

When and Where to Pick-Up Keys:

- **Picking Up Key/Card Key/Fob** - Credit Associate Faculty who will teach on-ground at the Oceanside campus will receive an email from the Facilities Assistant, [Carrie Everts](mailto:ceverts@miracosta.edu), confirming when your classroom keys are ready to be scheduled for pick up. The email will contain instructions on where and when to pick up.
- **Facilities Office Hours are Monday – Thursday, 8:00am – 4:00pm and Friday, 9:00 am - 1:00 pm.** If you are not able to pick up your keys/fob during these hours, please email Carrie Everts at ceverts@miracosta.edu to make other arrangements.
- For security purposes, Facilities will return all Keys/Fobs that are older than 2 months back to inventory. A new request will need to be entered to pick up new keys.
- Keys/Fobs are only assigned to you and should NOT be shared. Please turn keys into Facilities only when no longer needed.
- Due to construction, Facilities office can be challenging to locate. The easiest way is to park in Lot 4C and walk directly across to Facilities. There is signage to the office, but if you find yourself in the Facilities yard, please just ask one of the team members to point you to the office.

Lost or Stolen Keys or Fobs/Key Cards

- **If lost or stolen, the following steps need to be followed:**
 1. Report the lost or stolen key(s) or Fobs/Key Cards to College Police immediately.
 - a. College Police will take a report and issue a Case Number or a CAD Number and submit the report to Facilities.
 2. Notify your supervisor and provide the Case Number or CAD Number for the Help Desk Key Request.
 - a. The Supervisor will submit a Help Desk Key Request.
 - **NOTE:** The Case Number or CAD Number must be included in the comment section of the HelpDesk Keys-Request.
 - **NOTE:** HelpDesk Keys-Request must be approved after the initial request is entered. (An email from PortalAdmin is sent to the authorized person)
 - b. Replacement keys will be issued within 10 days after receiving approval.
1. Notify your Supervisor and provide the Case Number or CAD Number for the Help Desk Key Request.

IMPORTANT - Faculty Teaching Online Only: Facilities will **no longer** automatically issue keys for credit AF who are teaching **online classes only**. If you are a faculty member who is only teaching online, classes please contact your school's academic division assistant to request keys for the Associate Faculty Offices at the Oceanside campus. If you have any questions about this process please contact Carrie Everts at ceverts@miracosta.edu or by phone at ext. 6875.