



Lost Key Report

Employee Name: _____ Email: _____

Employee ID: _____ Phone (Extension): _____

Location of Loss: _____ Date of Loss: _____

Employee Type: Full Time Part Time Supervisor/Deans: _____

Lost Keys

Building Name	Room Number	Key Number

Keybox Keys Lost

Building Name	Area	Rooms

Imron Key Lost

Name on Card

Department Budget Number: _____

Notes:

Supervisor/Dean Signature Required _____

Date _____

Employee Signature (Received) _____

Date _____

Procedures Regarding Lost/Stolen Keys

1. The loss of a key must be reported immediately to Campus Operations. The lost key is the responsibility of the key holder; any replacement cost will be borne by the key holder's program, department, or campus.
2. Failure to report the loss of a key could lead to the key holder, department, or campus being held solely responsible for any costs arising from resulting losses, damages or destruction. Any key that is found after being reported lost must be returned to Campus Operations as soon as possible.
3. If keys are stolen, the key holder must file a police report immediately with the District Police. If an allied agency took a report the employee is still responsible for notifying District Police. Liability of the cost will be determined once a report has been filed.

Key Replacement

Programs and departments will be held responsible for any costs that arise from key replacement and re-keying structures and will be billed accordingly. Below is the cost of replacing a key:

Imron Access Card	\$10
Exterior Door Hard Key	\$50
Interior Door Hard Key	\$50
Sub Master Key	the cost of re-keying a specific area
Building Master Key	The cost of re-keying an entire building
Campus Master Key	The cost of re-keying multiple buildings

Departments are responsible for the cost of replacing their employee's lost or damaged keys(s) and/or access cards.

Keybox Key Replacement

Programs and/or departments will be held responsible for any costs that arise from key replacement and re-keying structures and will be billed accordingly. Below is the cost of replacing keys in the key box:

Lost Building Master Key	\$500 per key
Plus minimum charge of	\$1,500 with additional charges base upon the number of doors and keys that are affected.
Campus Master Key	\$2,000 per key
Plus minimum charge of	\$5,000 with additional charges base upon the number of doors and keys that are affected.