**Emeritus Retiree Key Access to Cal Poly Humboldt Buildings Process**

July 1, 2024

If an Emeritus Retiree would like key access [to Cal Poly Humboldt buildings], they will simply need to request a key through the key request process.

They can go to [FM's Website](https://facilitymgmt.humboldt.edu/) and click the link to the right that is labeled **Key & Keycard Request (includes Lost Keys Report).**They can request a key through this link and in the notes at the bottom, please ask that they enter *Emeritus* as a comment, and this will give us the info to look up their name on the roster.

Please let me know if you have any questions.

Thank you,

TRAVIS FLEMING

Director of Facilities Maintenance

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