

CAL POLY HUMBOLDT

Facilities Management

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Standard Operating Procedure: FM009-220215

Title: Key Issuances/Updating Building Locking Plan for Events

The following procedure will be used by Facilities Management to assist with Event support including help with accessing buildings/rooms/locations on campus. There are 3 ways to provide this support:

Open/Change building open hours

This option would be used for events that are held in multiple locations in a building - such as an event using 20 different classrooms in Founders Hall on a weekend. Another event type needing this access would be a large number of people needing to go in and out of a building/ room all day long.

- FSS would create a work order to update building/room unlocking schedule for the event dates and times. The Lockshop requires 10 working days notice to process and program this type of request.

Issue standard CES temporary event key to Event Host

This option would be used when an event is working directly with Conference & Events Services to plan their event and only need access to one or a few locations that are CES or All School spaces.

- FSS would direct event host to coordinate with CES to borrow/return standard CES event key (View Attachment A)

Issue temporary access credential to Event Host

This option would be used for events that would need temporary access (including requiring double-dip ability) to one or only a few locations that are not All School spaces and are not working with CES to plan.

- FSS would coordinate with Event Host to determine access needs and FSS would submit a Key Request on the Host's behalf. Lockshop would process the request and the Event Host would pick up keys prior to the event and return them once the event is complete. The Lockshop requires 5 working days notice for key processing and issuance.

Attachment A (subject to change) : CES Event Key Access (Live 25 key)

SH-2	NHE-101
SH-108	NHE-102
SH-109	NHE-106
SH-110	NHE-113
SH-115	NHE-116
SH-116	NHE-118
SH-117	NHE119
SH-120	NHE-120
SH-128	GH-124
ART A-27	GH-218
ART B-102	KA-102
SCI A-460	KA-104
SCI A-564	KA-106
SCI B-133	NR-201
SCI B-135	SAC-131
SCI B-H-1B	SAC-220
HGH-106	SAC-225A
HGH-204	BSS-107
HGH-225	BSS-162
HGH-226	BSS-166
FH-25	BSS-204
FH-108	BSS-211
FH-111	BSS-408
FH118	
FH-125	
FH-163	
FH-177	
FH-178	
FH-179	
FH-181	
FH-203	
FH-204	
FH-206	
FH-232	
FH-235	
FH-236	
MUS B-L-1	
TA-11	
TA-18	
TA-110	
TA-114	
TA-118	
WDFS-250	
WDFS-258	