

Key Distribution for Credit Associate Faculty **Teaching On-Ground at the Oceanside Campus** **Spring 2022**

When and Where to Pick-Up Keys:

- **Healthy Return to Campus:** For those of you who are teaching on ground please read the instructions below for how to obtain your classroom fob/key card. Also, be sure to [follow the Healthy Return to Campus protocols and procedures](#) by filling out the self-assessment questionnaire, prior to coming to campus. Then when you arrive to campus, be sure to check into the building using the mobile app on your phone.
- **Picking Up Key/Fob - *Appointment Required*:** Credit Associate Faculty who will teach on-ground at the Oceanside campus will receive an email from the Facilities Assistant, [Carrie Everts](#) confirming when your classroom keys are ready to be scheduled for pick up.
 - Due to staff shortages in the Facilities department, the Director of Facilities, Tom Macias is requesting that all faculty who need to pick up a key card/fob for their Oceanside classroom(s), email the Facilities Assistant, Carrie Everts at ceverts@miracosta.edu to schedule an appointment to pick up your key card. This will ensure that there is someone in Facilities office to assist you and it will also ensure that there are not too many people in one room at a time, in order to maintain proper social distance.

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.

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.