

ANNOUNCEMENT OF THE
RE KEY OF MAIN CAMPUS AND ALL
EDUCATION CENTERS
PROCESS/ INFORMATION AND TIMELINE FOR THIS PROCEDURE

In January 2023, all of Main Campus, Alisal Campus and all of the Education Centers (Castroville, King City, Soledad) will be re-keyed. This means that the keys used to get into buildings, offices, classrooms, storage rooms, electrical rooms, etc. will no longer work upon completion of this project. This project is estimated to be completed by January 20th 2023.

This affects **all** campuses: Main Campus – all buildings
Alisal Campus – all wings
Castroville Ed. Center
King City – both wings
Soledad Ed Center

KEYS:

Starting today, December 2, 2022 staff and faculty can obtain the form necessary to get a new key. The form can be accessed here: [KEY/FOB REQUEST FORM](#). Once the requestor completes and clicks submit, it will be routed to the appropriate administrator(s) for signature. When the key/FOB is ready a notification will go out to the key/FOB holder for pick up. The time to process from submission to notification will be approximately three days. (As long as the signers do not delay the process) The key/FOB holder will need to make arrangements to pick up their own key/FOB IN PERSON at the Mailroom, Room B-115. A CURRENT PICTURE ID will be necessary at the time of pick up. Key(s) will be available for thirty (30) days from time of notice. The Mailroom can be reached at (831) 755-6700.

Do not throw away your old key. Old keys will need to be turned in to the mailroom in January 2023. **Please keep your mailbox and desk keys.**

Staff: Turn in old key(s) beginning January 3, 2023

Faculty: Turn in old key(s) beginning January 19, 2023

Deadline to turn in key(s): January 31, 2023

FOBS:

More of the existing buildings via Measure T renovation projects are being added to the keyless system (WINPAK). All new education centers and the Alisal campus are on the keyless system. Main Campus buildings are being added as renovations continue.

Keyless System: Soledad Ed Center
King City Ed Center
Alisal Campus
Castroville Ed Center
Main Campus: Buildings B 2nd Flr. except
Rms 203 & 204; C; D (except 2nd & 3rd
flr. offices); E 2nd and 3rd floors (except
offices), O, P and S.

One FOB can be programmed for all locations and buildings. A FOB will be necessary for any employee that works/teaches in any of the above buildings. Current FOBs will continue to work through the re-keying period. Only if you did not have a FOB prior to this and will need access to the building(s) listed above will a FOB be necessary to issue. To request a FOB follow the same procedure for keys described in the previous section using this form: [KEY/FOB REQUEST FORM](#). Fill out the information requested and submit. The document will be routed for the proper signature(s) similar to how our other platforms (e.g., Mercury Commerce) work. Please note that FOBs will take up to **72 hours** to program. Once the FOB is ready, a notification will be sent to the FOB holder for pickup. The FOB holder will need to make arrangements to pick up their own FOB IN PERSON at the Mailroom, Room B-115. A CURRENT PHOTO ID will be necessary at time of pick up. The Mailroom can be reached at (831) 755-6700.

REMINDERS AND NOTES:

Only the VP of Administrative Services will be able to override the process or procedures on obtaining keys or FOBs.

Keys and FOBs are for Full-Time Faculty and Staff ONLY. If you are a Part-time or hourly employee, student worker, professional expert and require keys/FOB, your key/FOB request must be pre-approved by the Vice President of Administrative services or the Controller. Please have your Dean/Administrator make a request in writing to the VP of Administrative Services.