Nicolet College Facilities Department is responsible for approving and issuing all keys and access cards. Employees must complete a Key and Building Card Access Request form and forward it to the Facilities Department. Keys and access cards will be issued to employees on an as-needed basis as determined by their Supervisor.

When furniture, equipment, filing cabinets, or other items with keys are acquired, the employee will keep one of the keys and complete a Key and Building Card Access Request form. The employee acquiring the item will forward the completed Key and Building Card Access Request form along with all other copies of the keys to the Facilities Department to be entered into the key files. If only one key is available with the acquisition, contact the Facilities Department.

All keys and access cards must be picked up at the Facilities Department. Individuals being issued keys and/or access cards must sign the Key and Building Card Access Request form.

For all keys and access cards issued:

- The control and use of keys and access cards is the responsibility of the employee.

- Keys and access cards are non-transferable. Loaning, re-issuing, or duplicating keys and/or access cards is prohibited.

- Lost or stolen keys and access cards must be reported immediately, in writing, to the Facilities Department. A fee will be charged for lost or stolen keys and access cards.

- Prior to completion of employment all employees must return their keys and access cards to Human Resources.