Napa Valley Community College District
Access Control District Facilities

The access control guidelines outlined in this document are intended to provide guidance regarding authorized access by employees of the District to

All keys referred to in these administrative regulations are the property of Napa Valley College and are not to be duplicated under any circumstance. Duplication of a key, or the possession of an unauthorized duplicate, may result in disciplinary action.

    2. <u>Contacts</u>

6. Access Authorization to District Facilities

General Access	Authorized Employee	Authorized By
Campus Master Key		
	Superintendent/President	President/ V.P. Admin. Services
	College Police	Police Chief/ V.P. Admin. Service
	Vice Presidents (Administrative Services; Academic Affairs; Student Affairs; H.R.)	V.P. Admin. Services
	Director of Facilities Services	V.P. Admin. Services
To be checked out daily	Building Mechanics (District Facilities Staff)	Director of Facilities
To be checked out daily	District Warehouse Staff	Director of Facilities
To be checked out daily	Custodial Staff	Director of Facilities
To be checked out as needed	I.T.	V.P. Admin. Services
Building Master Key		
	Sr. Dean/ Dean (academic programs and services)	V.P. Academic Affairs
	Sr. Dean/ Dean/ Director (Student Services/ Admin. Services	Respective V.P

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Specialized Building/ Room/ Gate contd.		
	HumanResources	V.P. Human Resources/ Presider
	Payroll (Payroll personnel, H.R. personnel)	V.P. Admin Services
	Cashier Office	Controller or V.P. Admin. Service
	Campus Police	Chief of Police or V.P. Admin. Services

Student Healthe

7. <u>Procedure for Obtaining and Returning Keys</u>

a)

b) The Director of Facilities Services, or their designee, will coordinate all rekeying and reissuance of keys.

11. Authorized District Locks and Keys

No privately owned locks or keys may be used for access to District controlled facilities. The unauthorized replacement of District locks and keys may be subject to disciplinary action. Unauthorized locks will be removed.

Locks for use by individual faculty, staff and students for personal use lockers in gymnasiums and break rooms are permitted.

Revised 6/9/2004; 10/28/2010; 2/2/2011; 2/01/2023; 03/06/2023.