

SUNY Cobleskill Facilities Management

Key Procedures

Work order produced for Key Request which must be approved by Dean/ Director

Work Order request is given to the Locksmith who cuts the keys and puts them on security rings.

Employee is contacted to pick up and sign for their keys.

Ring # is logged into database system. Each ring # is matched with specific employee for tracking purposes.

Facilities Management employees lock their key rings in their designated lock within the Global Facilities Management System Keybox at the end of the shift.

Employees use their "CobyCard" to lock/unlock their keyring by swiping through the proxy reader.

When SUNY Cobleskill employee's leave SUNY, their keys must be returned to Facilities Management and the database will be updated.

A key audit is usually performed in the Fall by Facilities Management staff.

