



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Building Access Instructions and Protocol

The atmosphere of community at the campus must be one of honesty, acceptance of responsibility and willingness to represent clearly and accurately oneself and one's activities. While on any property owned or occupied by the District, employees and students must identify themselves to Campus and Parking Services personnel when requested, by showing a photo identification card. All District facilities and grounds are closed between the hours of 11:00 p.m. and 5:00 a.m. each day. The following instructions and protocol are applicable to all employees of the district when accessing campus grounds.

Obtaining Building Access:

Deans, Directors and Supervisors may request Fob Access for their employees by utilizing the attached "Building Access System Form." **Please allow for a five business day turn around on access requests.**

Rights to Buildings:

Obtaining rights to a building is a privilege which may be revoked at any time. The security system and corresponding access are property of GCCCD and should be treated accordingly. Access fobs/cards should not be shared with anyone, including co-workers and family members. Employees abusing their access will be subject to disciplinary actions and referred to Human Resources. Abuse includes but is not limited to; accessing areas after hours without authorization, distribution of private alarm codes or fob access to other individuals and using others access in lieu of your own.

Hourlies are and NANCE employees are not permitted to have access cards or occupy a building without supervision present. Only under dire circumstances will an hourly be permitted to have an access card and the Dean of the division will be required to sign off on responsibility for the hourlies access. The division signing off on the key request will be responsible for rekeying should a key become lost or stolen.

Employee Resignation or Termination:

Employees who are terminated or resigned from their position with GCCCD will have their building access deactivated immediately. Supervisors and Directors are requested to notify your access control person upon the conclusion of the employees last work day.

Grossmont College Access: GCBuilding.Access@gcccd.edu

Cuyamaca College Access: CCBuilding.Access@gcccd.edu

Alarm Codes:

All buildings on campus remain armed when the building is unoccupied. If you are requesting fob access to a building you **may** also need an alarm code. In most cases, this is not required for interior spaces. Once buildings have been opened during the week, the entire building is unarmed. Building alarm code requests should be sent to District.Electrical@gcccd.edu. Instructions and a form may be found [here](#).



Employee Information

Name:

Title:

Department:

Phone:

Access Location Needs

Bldg. / Room No.

New keys requested:

Existing office:

Justification for keys:

Signatures

Employee Sign Below:

Signature

Print Name

Date

Supervisor/Dean Sign Below:

Signature

Print Name

Date

Vice President of Administrative Services (Required for sub-master and master key requests.)

Signature

Print Name

Date

President (Required for master key requests.)

Signature

Print Name

Date

Next Steps for Processing

1. Email to the appropriate access card programmer:
 - a. Grossmont College: GCBuilding.Access@gcccd.edu
 - b. Cuyamaca College: CCBuilding.Access@gcccd.edu
2. Please allow for a five business day turn around on access requests.
3. Consistent abuse or loss of access cards may result in a fee for replacement. Replacement fees per access card are \$10.