



STANDARD OPERATING PROCEDURE

SOP TITLE:	Building Key/Access Card Procedure		
SOP NUMBER:	SOP422		
DIVISION / DEPARTMENT:	Business Affairs – Facilities & Operations		
REVIEW DATE:	14-MAY-2026	AUTHOR:	Melonie Lockhart
POLICY REF:	BA422_Building Key/Access Card Policy		

STANDARD PROCEDURES FOR: Request for building access.	
STEPS:	INSTRUCTIONS:
STEP 1	Access the Key Request form at Key Request Form
STEP 2	Complete the form; submit it to the building supervisor.
STEP 3	The request form will be routed from the Building Supervisor to the Facilities Department once approved.
STEP 4	Allow 5 Business Days process the order.
STEP 4	When the key order is complete a phone call will be made or an email will be sent to the requestor directing them to pick up their keys.

REFERENCES / RESOURCES:	Ties to policy BA422_Building Key/Access Card Policy
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NOTES:	