



REKEY PROJECT

WHAT IS HAPPENING?

To improve safety and security and to make our facilities more accessible, we will be replacing thousands of doorknobs throughout the District and providing new keys to faculty and staff for the remainder of the spring semester. The work will begin in earnest on **Saturday, March 16** and will be conducted mostly on weekends. The project is expected to be complete by **early May**.

WHO WILL BE AFFECTED?

Most faculty and staff will be receiving new keys, except for DeRicco occupants.

HOW WILL NEW KEYS BE RECEIVED?

To make the transition as easy as possible, Facilities Maintenance will deliver new keys to each division/department office **at least five working days** prior to the work being done. Simply contact the administrative assistant in your division/department to pick up and sign for your keys. Omni-style locks (pushbutton number codes) will be changing to FOB-style access. New FOBs will be pre-issued along with new metal keys.

NOTE: Employees who are assigned keys which provide access to multiple spaces — “masters” — will need to pick up their keys directly from the Facilities Maintenance Office in the Danner basement.

HOW WILL I KNOW WHEN MY OFFICE/CLASSROOM KEYS HAVE BEEN CHANGED?

Maintenance staff will work diligently to follow the schedule (see reverse side). Upon completion, staff will send out an email to each building's primary points of contact. Of course, if your old key no longer works, try your new key.

WHAT IF NEITHER OF MY KEYS WORKS?

If you're having trouble with new or old keys, immediately contact the Facilities Maintenance Office at x5063 and a locksmith will be dispatched to open your door and address the issue. For after-hours assistance, contact District police at x5000 to assist you. Please follow up with a work order so Facilities can resolve the problem as soon as possible.

WHAT ABOUT MY OLD KEY?

We will come and collect old keys. Please do not throw them away.

WHAT ABOUT SUMMER SESSION?

Key distribution to faculty for the summer session will follow the normal process.

For any further questions, comments, or concerns throughout this project, please contact Susan Rodriguez at susan.rodriguez@deltacollege.edu or Veronica Arroyo at veronica.arroyo@deltacollege.edu.

Thank you for your assistance in making our campus safer and more accessible than ever!



See reverse side for
rekey schedule





REKEY PROJECT SCHEDULE

BUILDING	DATE OF KEY DISTRIBUTION	DATE(S) OF WORK
District-Wide Keys to PD	Friday, 3/8/19	
DeRicco	COMPLETE	COMPLETE
Mountain House	Monday, 3/11/19	Saturday, 3/16/19
Goleman Library	Monday, 3/11/19	Saturday, 3/16/19
Child Development Center	Monday, 3/11/19	Saturday, 3/16/19
Manteca Farm (Classrooms)	Monday, 3/11/19	Tuesday, 3/19/19
North Warehouse	COMPLETE	Tuesday, 3/19/19
Forums	Monday, 3/11/19	Thursday, 3/21/19
Admin	Monday, 3/11/19	Friday, 3/22/19
Holt	Monday, 3/11/19	Saturday, 3/23/19 – Sunday, 3/24/19
Shima	Monday, 3/11/19	Sunday, 3/24/19 – Monday, 3/25/19
Locke	Monday, 3/18/19	Monday, 3/25/19 – Tuesday, 3/26/19
Atherton	Monday, 3/18/19	Monday, 3/25/19 – Tuesday, 3/26/19
Athletics	Monday, 3/18/19	Wednesday, 3/27/19
Athletics Padlocks	Monday, 3/18/19	Sunday, 3/31/19
Greenhouse	Monday, 3/18/19	Friday, 3/29/19
Science and Math (SCMA)	Monday, 3/18/19	Friday, 3/29/19
Budd	Monday, 3/18/19	Saturday, 3/30/19
CMAS	Tuesday, 4/2/19	Saturday, 4/6/19
Danner	Tuesday, 4/2/19	Saturday, 4/13/19
Phelps Police Department	Monday, 4/8/19	Saturday, 4/13/19

**For any key or access issues during this project,
immediately contact the Facilities Maintenance Office at x5063**