

# Psychology Department Key Guidelines

- All keys will go directly through the main office, including the following:
  - Requesting keys
  - Reporting lost keys
  - Reporting broken keys
  - Transferring keys
- If you are going to need a key for a room you will need access to, you can make that request with the Psychology Main Office.
- If you lose your key, report it immediately to the Psychology Main Office. They will provide you with the proper procedure on what to do next.
- If there is a problem with your key, please tell the Psychology Main Office as soon as possible so we can get it fixed or issue you another one.
- Do not write your room number on your key.
- If you somehow come into possession with a key you do not know what room it belongs to, turn it into the Psychology Main Office.

[CSU Building Access, Security and Key Policy](#)