



Facilities Services | Key Request Document

PLEASE SUBMIT A SEPARATE FORM FOR EACH KEY HOLDER

Request type options: New Request, Replacement Request, Key Card Extension

REQUESTOR: DEPT:

REQUESTOR'S EMAIL: EXT:

KEY HOLDER:

UNIVERSITY ID #:

KEY HOLDER'S EMAIL:

PHONE:

Requester role options: Faculty, Staff, Student, Contractor*

*Contractors will not be issued primus or a building master and are required to sign additional forms for issuance of Mechanical/Electrical room keys.

Table with 6 columns: BUILDING, ROOM, KEY NO. (TYPE 9999 for key card), Authorized use start date, Authorized use end date, ISSUE NO. (to be completed by Facilities Service Center Staff)

KEY HOLDER IS APPROVED & AUTHORIZED TO HAVE THE FOLLOWING KEYS:

APPROVER: DEPT: EXT:

SIGNATURE: DATE:

APPROVER: DEPT: EXT:

SIGNATURE: DATE:

KEY HOLDER IS APPROVED & AUTHORIZED TO HAVE THE FOLLOWING PRIMUS OR MASTER KEYS:

Table with 3 columns: Key #, Reason for request, ISSUE NO. (to be completed by Facilities Service Center Staff)

Primus or a building master key requires additional approval(s).

APPROVER: DEPT: EXT:

SIGNATURE: DATE:

APPROVER: DEPT: EXT:

SIGNATURE: DATE:

Key Holder/Recipient: (Please complete at time of Key Pickup)

I have received the above key(s) & take full responsibility for their use. I will not loan these keys to anyone and will notify Facilities Service Center promptly upon losing any key.

KEY(S) PICKED UP BY (PRINT NAME): UNIVERSITY ID:

KEY(S) PICKED UP BY (SIGNATURE): DATE:

COMMENTS: