



Facilities Management Key/Card Access Request Form

Name: _____ Ext: _____
(Print Name)

Department Name: _____ Dept No.: _____

Email: _____ Cell Phone: _____

Facilities Management will administer all key requests as stated in the Staff Administration Handbook Policy 4.4 – Key Control. Current replacement charges may be obtained from the Facilities Management Office. **The individual requesting the key (the one who will be using it) must be the one who signs and picks up the key in Facilities Management.** Keys are presumed lost if not received by Facilities Management within 30 days following employment termination or otherwise requested. **Lost keys will result in the re-key of that room and the reissue of keys to all affected individuals at the expense of the individual or department responsible for this loss. There is absolutely no trading of keys between individuals allowed. All keys no longer in use by an individual must be returned to the Office of Facilities Management immediately.**

**Keys must be picked up in the Facilities Management Office within 14 days after notification.
ID Cards will be encoded at the Campus Card Office/Telecom, ext. 7011.**

Keys/Card Access Requested:

- Request keys/card access for one building and one individual per form.
- Check the Card Access column for card access requests.

Facilities Use Only

#	Building Name	Room #	File #	Card Access	Label	Key Cuts	Key Code
1				<input type="checkbox"/>			
2				<input type="checkbox"/>			
3				<input type="checkbox"/>			
4				<input type="checkbox"/>			
5				<input type="checkbox"/>			
6				<input type="checkbox"/>			
7				<input type="checkbox"/>			

Signatures:

(Complete signature authorization is required before keys can be cut and ID cards encoded for access.)

Department Chair: _____ Date: _____
(Signature) (Print Name)

Public Safety: _____ Date: _____

Facilities Management: _____ Date: _____

Received by: _____ Date: _____
(Signature...By Requestor Only) (Print Name)

For EVP, CFO or Provost Only:	
Signature: _____	Date: _____