



KEY & DOOR CODE REQUEST FORM

LAST NAME _____ FIRST NAME _____

DATE _____ DEPARTMENT _____

EXT _____ **OR** CELL: _____ **OR** EMAIL: _____

KEY REQUEST FOR: ROOM 1: _____ ROOM 2: _____ ROOM 3: _____
KEY NO. (if known) _____ KEY NO. (if known) _____ KEY NO. (if known) _____

KEY REQUEST FILING CABINET: _____ IN ROOM NO: _____

KEY REQUEST FOR DESK: _____ IN ROOM NO: _____

KEY REQUEST MAIL BOX: _____ MAIL BOX ROOM NO: _____

NEW COMBINATION: _____ FOR ROOM NO: _____
(Each number can only be used once)

OLD COMBINATION: _____

CONFIRMATION OF WORK PERFORMED

Key(s) given _____ Date _____

New combination: _____ Amount Paid _____

Key(s) returned: _____

OBLIGATIONS

Upon termination of employment or transfer. All assigned keys to an individual must be returned to the Building maintenance dept. or Security.

Under no circumstances will keys or combination to code locks assigned to an individual be loaned or given out to others. All lost keys must be reported to the maintenance dept. or Security. A replacement charge will be incurred by the individual. The charge may be from \$2.00 to \$20.00. If the loss of a key necessitates the purchase of a new lock, the individual will be responsible for materials and the labor costs of installation.

UPON CHANGING / TRANSFERRING TO ANOTHER POSITION ALL KEYS MUST BE RETURNED TO P & F.

I, _____ accept the conditions stated on this form

I, _____ Dean, Manager, Chairperson

Once approved please submit form to Plant & Facilities, room 2E.21