

We have updated the Key Maintenance Form to help your departments receive and return keys easier. Please follow the instructions below. Please call Plant Services (4238) if you have questions or need assistance with the form.

*****PLEASE MAKE A COPY OF THE DRIVER'S LICENSE OR CAMPUS ID CARD OF THE PERSON RECEIVING THE KEYS. YOU WILL NOT RECEIVE KEYS IF THE COPY DOES NOT ACCOMPANY THIS REQUEST FORM.*****

SECTION 1: REQUEST TYPE INFORMATION - TO BE FILLED OUT FOR ALL REQUESTS!

1. Campus, Request Type, Classification, and Date Requested should be entered for all forms.
2. If you have any comments, please place them in the box under date requested.

SECTION 2: EMPLOYEE AND KEY INFORMATION

1. Personnel Information – Employee Name, Campus ID Number, Department, Department Index Number.
2. Key Information – List the Building/Room Number, Type (Key, Fob, or ID Card), Key Engraving (Letters/Numbers engraved in key), and Key Quantity.

SECTION 3: APPROVAL SIGNATURES

1. The form may now be routed for approvals. Send the copy of the ID with the form. Please make a copy of both Key Request and ID for your records.

SECTION 4: GENERAL REQUIREMENTS

1. The General Requirements frame the rules and responsibilities that each key holder must abide by in order to hold keys.

SECTION 5: EMPLOYEE SIGNATURE

1. By signing the form, the University is acknowledging two things:
 - a. You have read the General Requirements and have accepted the terms, and
 - b. You are IN POSSESSION of your keys or have returned your keys.

NOTE:

- A. Receiving Keys: Your department will initiate the request form. After approval routing, you will pick up your keys at the Facility Services Complex.
- B. Returning Keys: You will return all keys to the Facility Services Complex (even if you are transferring departments).
- C. If you need the same key for your department and an employee, please complete two request forms. You are no longer able to request the second key on the employee's form.