



REQUEST FOR KEYS OR KEY RETURN

Submit a separate request per person

Please Print or Type Form Completely
Email forms to uaa_fcsbusiness@alaska.edu

Request for (check one)	
<input type="checkbox"/> New key(s)	<input type="checkbox"/> Reissue of lost or stolen key(s)
<input type="checkbox"/> Return	<input type="checkbox"/> Reissue of bent or broken key(s)

Date _____ Org/Fund/Activity _____

Key(s) issued to _____ Department _____

Employee ID _____ Phone or Email for pickup _____

Contractor _____ Sponsor (Name and ID) _____

Low/Medium Security Designation Levels: Room & Cabinet Key(s) - providing key numbers will expedite the request

Building	Room	Match Key # if known	Qty	Cabinet Keys	
				Key #	Qty

Department Master - unlocks all interior doors within department

Approvals

Dean or department head approval *(Financially responsible department lead)*

Print _____

Signature _____

Date _____

Building Manager approval

Print _____

Signature _____

Date _____

High Security Designation Levels: Campus Master requires approval from Campus Security Advisory Team
(ITS, UPD, Facilities, and EHSRM)

Check the box for the applicable category. See instructions for description of keys

- Single Building Interior Master* (Bldg: _____)
- Single Building Exterior Key* (Bldg: _____ Door _____)
- Campus Interior Master: Non-Maintenance
- Campus Interior Master: Maintenance
- Campus Exterior/Interior Master: Maintenance
- Campus Master

KEYS RECEIVED BY

I have read the key policy and I understand my responsibility and role in campus safety and access. If I lose a key I will immediately report it to my supervisor, UPD, and FCS. Upon separation of service or if I no longer require a key, I will return the key directly to FCS with this form completed.

Print _____

Signature _____

Date _____

OFFICE USE ONLY

UPD Approval

Facilities Approval

ITS Approval

EHSRM Approval

OFFICE USE ONLY

_____ Locksmith: _____

_____ Door: _____ X _____ = _____

_____ Cabinet: _____ X _____ = _____

_____ Total = _____

FCS Key Request Instructions

All required fields must be completed before submitting the form to Facilities & Campus Services (FCS).

*Check One – New Key(s), Return, Reissue of lost or stolen key(s), Reissue of bent or broken key(s)

Section I – Header (key holder and fiscal information)

1. Date of the request (REQUIRED)
2. Org/Fund/Activity Code (Org/Fund REQUIRED, Banner Activity Code OPTIONAL)
3. Key(s) issued to (the person the keys are for) (REQUIRED)
4. Department name (REQUIRED)
5. Employee ID (REQUIRED)
6. Phone number or email to contact for pickup (REQUIRED)
7. Contractor name (if applicable)
8. Sponsor (REQUIRED)
 - a. For UA employees – name and UA ID number of UAA supervisor
 - b. For contractors – name of UAA employee and UA ID number responsible for contract oversight

Section II – Low/Medium Security Designation Level Keys

1. Interior Room Keys – building name, room #, key # if you know it (this will speed up the process), quantity (one key per employee; requests for multiple keys should include justification)
2. Cabinet Keys – include key # and quantity

Section III – Approvals

1. Dean/Department head (or approved delegate in accordance with campus key policy) approval (REQUIRED) (lead department that is financially responsible – see cost section below)
2. Building manager approval is required for single building exterior door keys and single building interior master keys. A building manager list can be found on the Facilities & Campus Services website.

Section IV – High-Security Designation Level Keys

High-security designation Level keys require a separate memo indicating a statement of need explaining the exact area you require access to. Briefly describe the business function associated with the request. Additional requirements for issuing high security designation level keys may be needed including submission of a departmental key security plan for high security designation level keys.

Keys issued under this section require approval from the Campus Security Advisory Team (CSAT). **FCS will not process requests under this section unless a memo is provided.** FCS Business Office will route the request for the required CSAT signatures for High-Security Designation Level key requests.

Section V - Keys Received By

Keys Received By – keys must be picked up by the individual to whom the keys are to be issued. A photo ID must be presented when the keys are picked up.

When keys are ready for pickup, the employee will be contacted via the phone or email provided in Section I of the form. The keys will be available at the Facilities Business Office Work Management Desk in GHH 128.

Cost Information

1. Keys
 - Low/Medium Security Designation Level Key \$10.00/ea.
 - High-Security Designation Level Base \$20.00/ea.
 - High-Security Designation Level Restricted \$50.00/ea.
2. Rekeying
 - Low/Medium Designation Level Estimated at \$90.00 per door
 - High-Level Designation Level Contact FCS

***Transfers should no longer occur. FCS requires keys to be "returned" and "reissued to a new requestor. If there is a delegation for med or low-security doors - then transfers will occur at the department/building manager level, but FCS will not do "transfers," we will do returns and reissue only.**

Master Key Categories	Access (High-Security Designation)
Single Building Interior Master	For approved building employees (excludes exterior doors, Maintenance/IT room doors, and approved high-security designated room doors) the Dean/Dept Head, Bldg. Mgr., & CSAT approval
Single Building Exterior Key	Approved employees require Dean/Dept Head, Bldg. Mgr., & CSAT approval
Campus Interior Master - Non- Maintenance	For approved employees serving all depts (i.e. GSS, Dining & Conference Svcs) (excludes Maintenance/IT room doors and approved high-security designated room doors) requires Dean/Dept Head & CSAT approval
Campus Interior Master - Maintenance	For approved Facilities & ITS staff and building service contractors (excludes approved high-security designated room doors) requires Dept Head & CSAT approval
Campus Exterior/Interior Master - Maintenance	For approved Facilities & ITS Staff (includes all interior and exterior doors; excludes approved high-security designated room doors) requires Dept Head & CSAT approval
Campus Master	For IMT, UPD, FCS, and high-level approved staff (includes all interior and exterior doors) requires Dean/Dept Head & CSAT approval