

F&CS Key Request Procedure

***Check one - New key, Transfer, Reissue of lost, Reissue of bent/broken**

Section I-

- 1. Date of the request**
- 2. Key(s) issued to (person who the keys are for)**
- 3. Employee ID#**
- 4. Org/Fund #**
- 5. Department name**
- 6. Phone number for key pickup**

Section II-

- 1. Interior Room Keys – building, room#, key # if you know it**
- 2. Cabinet/Desk Keys – key number on the lock on the desk or cabinet**
- 3. Dean/Department head approval. Request will be rejected if missing signature.**

Section III-

- 1. Exterior building or Building master**
- 2. Reason for the key**
- 3. Dean/Department head approval**
- 4. Building manager approval. Request will be rejected if missing signature.**

Section IV-

- 1. Campus Master**
- 2. Request for contractor keys – provide project manager, contractor name, duration of contract**
- 3. Facilities director approval.**

Section V-

- 1. Transfer or return of keys**
- 2. Who are keys transferred to**
- 3. Who are the keys transferred from**
- 4. Supply the key #'s (front and back)**
- 5. Dean/Department head approval for interior key transfers**
- 6. Building manager approval for exterior key transfer**
- 7. CAMPUS MASTER KEYS ARE TO BE RETURNED DIRECTLY TO FACILITIES BY DEPARTMENT HEAD WHEN NO LONGER NEEDED OR UPON TERMINATION**

Section VI-

- 1. Keys received by – who is assigned the keys**