



Key & Door Code Request Form

Date	
Last Name	First Name
Department	Phone Ext.
Email Address	Cell Number

ROOM KEY REQUEST		
Room Number	Room Number	Room Number
Key #	Key #	Key #

FILING CABINET/DESK KEY REQUEST		
<input type="checkbox"/> Filing Cabinet	Number (filing cabinet)	Room Number
<input type="checkbox"/> Desk	Number (desk)	Room Number

DOOR CODE CHANGE		
New Combination	Old Combination	Room Number

CONFIRMATION OF WORK DONE	
Date	Initials

OBLIGATIONS

Upon termination of employment or transfer of employment, all assigned keys must be returned to the Facilities Management department.

Under no circumstances, are keys or combination codes to be given out to others.

All lost keys must be reported to the Facilities Management department. A replacement charge will be incurred by the individual in the amount of \$2.00 per key. 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 the Facilities Management department.

Note: There is a \$2.00 deposit for all keys issued.

Signature	Date
Authorized by	Date

Once approved, please submit this form by email to buildingmaintenance or bring it to room 2E.21.