All faculty, staff and administration requesting keys for buildings, rooms or spaces on campus must complete the key request form. The key request from must be signed by the individual who will be using the keys, otherwise known as the *requester.*  Please review and ensure steps are followed to prevent delays in key processing.

* Fill in Department and Department Chair name fields. Please print legibly.
* Key request must be signed by the Department Chair or Administrator that oversees the space requested. (Section A)
* Keys requested for buildings, rooms or spaces that are not typically overseen by their department must include that department chair/administrator signature. (Section B)
* Key request forms should be hand delivered to the Facilities Services office. It may take up to **two weeks** for key requests to be processed dependent on the Facilities Services work load.
* Keys must be picked up in person at the Facilities Services office. For new employees, it is possible to request keys to be prepared in advance. Signatures can be obtained when the keys are picked up.
* There is a minimum cost of $100 for each door the key will lock/unlock.

I am requesting to have access to the following rooms and/or spaces:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Requester’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Requester’s Name

Section A

I have placed my initials next to the rooms and spaces listed above that my department typically oversees. I am responsible for determining who should receive keys within my department(s) and within those buildings, rooms and spaces. I am authorizing Facilities Services to prepare and distribute keys as indicated above. I am also authorizing Facilities Services to distribute those keys to the requester provided the requester personally picks up the keys and signs the key card.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Department Chair/Administrator Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Chair/Administrator Signature

Section B

I have placed my initials next to the rooms and spaces listed above that my department typically oversees. I authorize Facilities Services to prepare and distribute keys as indicated above to the requester providing the requester personally picks up the keys and signs the key card.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Chair/Administrator Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Department Chair/Administrator Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Department